



Independent Pricing and Regulatory Tribunal
New South Wales

Electricity networks reporting manual

**Where Ausgrid and Endeavour Energy operate outside
their distribution districts**

Reporting Manual
Energy Networks Regulation

August 2018

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Tribunal Members

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Amendment record

Issue	Date issued	Amendments made
Electricity networks reporting manual – Where Ausgrid and Endeavour Energy operate outside their distribution districts	March 2018	Draft for comment, of reporting requirements regarding where Ausgrid and Endeavour Energy operate outside their distribution districts
Electricity networks reporting manual – Where Ausgrid and Endeavour Energy operate outside their distribution districts	July 2018	Initial release of Reporting Manual. Draft manual amended to address comments provided by stakeholders during consultation

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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.¹

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 apply only to Ausgrid and Endeavour Energy and will allow IPART to:

- ▼ determine whether these ENOs are consistently and effectively meeting statutory obligations, and
- ▼ identify immediate risks and long term trends.

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 requirements for audits.

¹ *Schedule listing ministerially imposed licence conditions for distribution network service providers*, licence condition 7; 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 Distributor's Licence under the *Electricity Supply Act 1995* (NSW) issued to the Ausgrid Operator Partnership on 1 December 2016 (**the Ausgrid licence**), condition 14; and the Distributor's Licence under the *Electricity Supply Act 1995* (NSW) issued to the Endeavour Energy Network Operator Partnership on 7 June 2017 (**the Endeavour Energy licence**), condition 14.

2 Reporting on where Ausgrid and Endeavour Energy operate their distribution systems

This Reporting Manual applies to Ausgrid and Endeavour Energy in relation to the conditions of their licences that govern where they may operate their distribution systems.² This reporting manual does not apply to Essential Energy when it operates outside of its distribution district. It applies to Ausgrid when it operates in Endeavour Energy's or Essential Energy's distribution district, and to Endeavour Energy when it operates in Ausgrid's or Essential Energy's distribution district.

2.1 Licence requirements

Condition 1(b) of Ausgrid's and Endeavour Energy's respective licences allows them to operate a distribution system outside of their distribution district within areas in which they operated a distribution system as at the date of their respective licences.

Condition 1(c) of Ausgrid's and Endeavour Energy's respective licences allows them to operate a distribution system outside of their distribution district, and outside of areas authorised under condition 1(b), where there is agreement and authorisation from IPART and the Licence Holder for the relevant distribution district.

Essential Energy's licence does not impose any conditions on its operation outside of its distribution district.

IPART's Application Guide titled *Electricity distributors to operate outside legislated districts* provides guidance on applying for IPART's agreement and authorisation under condition 1(c).

Ausgrid and Endeavour Energy must notify the Tribunal of areas where they operate a distribution system outside of their distribution district. The Tribunal will keep a register of this information. The requirements for notifying the Tribunal of areas under condition 1(c) are provided in detail in section 2.2. There is no requirement for Essential Energy to notify the Tribunal of areas where it operates a distribution system outside of its distribution district.

2.2 Reporting requirements under condition 1(c)

Ausgrid and Endeavour Energy must provide details of all new network extensions outside of their distribution district, and to report any disconnection or removal of existing network assets that were previously allowed under condition 1(b), or which the Tribunal approved under condition 1(c), in accordance with sections 2.2.1, 2.2.2 and 2.3 below.

² Licence condition 1 of the Ausgrid Licence and licence condition 1 of the Endeavour Energy Licence.

Ausgrid and Endeavour Energy must provide reports containing the information set out in sections 2.2.1 and 2.2.2 below for each quarter of the financial year, and submit each report to IPART within two months of the end of the quarter.

2.2.1 Network extension for the sole purpose of providing a connection to a property

For every area where Ausgrid or Endeavour Energy operate under condition 1(c) for the sole purpose of providing a connection to a property, the name and date of the IPART Instrument of Agreement and Authorisation applicable to the area should be provided. *Sufficient information must also be provided to allow all assets outside the distribution district to be clearly and uniquely identified and located.*

For example the following information could be reported:

- ▼ the property address or other location details. Where the property has a National Meter Identifier (NMI), details of the NMI should also be provided
- ▼ the size and type of service (eg, 400 Amp underground service)
- ▼ details of the location and names and/or asset numbers of assets installed outside the legislated distribution district eg, poles, pillars etc, and
- ▼ a clear description of the route of those parts of the network extension outside the legislated distribution district:
 - details of the route must be clear enough to allow future identification of the asset eg, cable located 300mm from the building line on the North West side of Smith Street, between house number 50 and house number 82.

A map could be provided on its own, or in conjunction with additional information, to clearly and uniquely identify and locate assets outside the distribution district. Maps must be provided electronically, in a format that can be accessed without the use of specialised mapping software. Maps in PDF format are preferred.

Where IPART considers that the information provided is not sufficient, further information must be provided.

2.2.2 Other network extensions

For every area where Ausgrid or Endeavour Energy operate under condition 1(c) otherwise than for the sole purpose of providing a connection to a property, the name and date of the IPART Instrument of Agreement and Authorisation applicable to the area should be provided. *Sufficient information must also be provided to allow all assets outside the distribution district to be clearly and uniquely identified and located.*

For example the following information could be reported:

- ▼ details of the location and names and/or asset numbers of assets installed outside the distribution district eg, poles, pillars, kiosks, substations etc
- ▼ conductor details and construction type (eg, overhead or underground) used outside the distribution district, and
- ▼ a clear description of the route of those parts of the distribution system in the area:

- Details of the route must be clear enough to allow future identification of the asset *eg, underground cable crosses Jones Street between house number 27 and house number 30.*

A map could be provided alone, or in conjunction with additional information, to clearly and uniquely identify and locate assets outside the distribution district. Maps must be provided electronically, in a format that can be accessed without the use of specialised mapping software. Maps in PDF format are preferred.

Where IPART considers that the information provided is not sufficient, further information must be provided.

2.3 Removal or disconnection of assets or connections

Ausgrid and Endeavour Energy must report any permanent disconnection or removal of existing network assets that were operating outside of their distribution district. This applies to assets that they operated as at the date of their respective licences, and assets operated in areas authorised under condition 1(c). Ausgrid and Endeavour Energy must provide reports containing this information for each quarter of the financial year, and submit each report to IPART within two months of the end of the quarter.

For each existing asset or connection that is permanently disconnected or removed, Ausgrid and Endeavour Energy must provide sufficient information to allow the asset to be clearly and uniquely identified and located, so that the asset can be removed from IPART's register. The examples in sections 2.2.1 and 2.2.2 guide the types of information that could be provided.

Where IPART considers that the information provided is not sufficient, further information must be provided.

2.4 Timing, lodgement and sign-off on reports

Ausgrid and Endeavour Energy must lodge quarterly reports by email to energy@ipart.nsw.gov.au. Reports should be addressed to Director, Energy Networks Regulation and submitted to IPART within two months of the end of each quarter. The reports must provide contact details (phone, email) of the primary contact as well as an alternative contact for those times when the primary contact is unavailable.

The CEO or equivalent (eg, Managing Director if there is no CEO), or their delegate, must sign the report. Where the CEO (or equivalent) has delegated this responsibility, IPART may request evidence of the delegation, which must be provided to IPART.

A template covering letter is provided at Appendix A and must be submitted along with the report.



Appendices

A Quarterly reporting template - Where Ausgrid and Endeavour Energy operate their distribution systems

Quarterly Report for -

Submitted by [*Utility*] ACN:

To: Director, Energy Networks Regulation

energy@ipart.nsw.gov.au

[*Utility*] reports as follows:

1. This report documents all new network extensions outside of [*Utility*] distribution district, and reports any disconnection or removal of existing network assets that were previously allowed under condition 1(b), or which the Tribunal approved under condition 1(c), of [*Utility*] licence at [*date*].
2. This report has been prepared by [*Utility*] with all due care and skill in full knowledge of conditions to which it is subject and in compliance with IPART's *Electricity networks reporting manual – Where Ausgrid and Endeavour Energy operate outside their distribution systems*.
3. [*Utility*] has complied with all conditions to which it is subject.

Date:

Signed:

Name:

Designation:.....

Note: The signatory must be CEO or equivalent (eg, Managing Director if there is no CEO), or a duly authorised staff member. Where the CEO (or equivalent) has delegated this duty, IPART may request evidence of the delegation.