



Independent Pricing and Regulatory Tribunal
New South Wales

Electricity Networks Reporting Manual – Reporting calendar and purpose statement

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The Tribunal members for this review are:

Dr Peter J Boxall AO, Chair

Mr Ed Willett

Ms Deborah Cope

Inquiries regarding this document should be directed to a staff member:

Christine Allen (02) 9290 8412

Erin Cini (02) 9113 7778

Amendment record

Issue	Date issued	Amendments made
ENRM - original	10 June 2016	First release of final Reporting Manual.
ENRM v2	September 2016	Amendments on p 2, Table 1.1, and formatting
ENRM v3	November 2016	Inclusion of Ms Catherine Jones as a Committee member. Various further amendments unrelated to the reporting calendar or purpose statement.
ENRM v3	December 2016	Various amendments unrelated to the reporting calendar or purpose statement.
ENRM v4	May 2017	Addition of Ms Deborah Cope as a Committee member, replacing Ms Catherine Jones.
ENRM – Reporting calendar - draft	August 2017	Separate Reporting Manuals published. Requirements for Endeavour Energy updated in Table 1.1.



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1 Purpose of this Reporting Manual

IPART is the safety and reliability regulator for the NSW electricity networks.¹ IPART also administers the electricity networks licensing regime on behalf of the Minister and is the regulatory body responsible for enforcing the employment guarantees requirements for transacted networks.

Electricity network operators (ENO) continue to have the prime responsibility for safety and reliability in relation to their network, and discharge this responsibility through the implementation of their safety management systems and compliance with reliability standards. Networks are also responsible to ensure compliance with other regulatory instruments such as licences issued by the Minister or employment guarantees.

IPART's role is to hold ENOs accountable by developing an effective risk based compliance and enforcement framework.

This Reporting Manual provides an overview of the reporting requirements for ENOs to provide IPART with sufficient information to exercise its regulatory functions.²

The information gathered will allow IPART to:

- ▼ determine whether ENOs are consistently and effectively meeting statutory obligations
- ▼ identify immediate risks
- ▼ identify trends that signify emerging issues across the industry with a view to developing safety measures or supporting industry safety initiatives where appropriate, and
- ▼ ensure the maintenance of employment conditions for employees of the leased network operators.

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

1.1 The status of this document

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

¹ Section 77 of the *Electricity Supply Act 1995* (NSW).

² Section 10 of the *Electricity Supply (Safety and Network Management) Regulation 2014* (NSW).

Licence conditions for the licensed ENOs require that the licence holder complies with any Reporting Manuals issued by the Tribunal.³ 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 Manual 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.

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

1.2 Reporting Manuals published by IPART

IPART has published the following Reporting Manuals for electricity network operators in NSW, which are available from www.ipart.nsw.gov.au:

- ▼ Safety management system reporting requirements.
- ▼ Bushfire risk management reporting requirements.
- ▼ Incident reporting requirements.
- ▼ General licence conditions reporting requirements.
- ▼ Critical infrastructure licence conditions reporting requirements.
- ▼ Reliability licence conditions reporting requirements.
- ▼ Employment Guarantee compliance reporting requirements.
- ▼ *Environmental Planning & Assessment Act 1979 (NSW)* NSW Code of Practice for Authorised Network Operators compliance reporting requirements.

A glossary to assist users is also attached to this Reporting Manual.

1.3 Reporting calendar

Table 1.1 below summarises the key reporting dates that ENOs must comply with.

³ *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.

Table 1.1 Reporting calendar for energy network operators (ENO)

Report topic	Reporting period	Report due to IPART	Is an audit report req'd? ^a	Is report publication req'd?	Affected network operators
Incident reporting	Report on individual significant incidents	Ongoing ^b	No	No	All ENOs with assets in NSW
ENSMS performance report	The preceding financial year	31 Aug. ^c	No	Yes by 30 Sept.	All ENOs with assets in NSW
Compliance of ENSMS with regulatory requirements		None required	Yes, at IPART's discretion. IPART will provide direction on timing and scopes.	No	All ENOs with assets in NSW
Bushfire preparedness	12 months to 30 Sept.	31 Oct. ^c	No	Yes by 30 Nov.	All ENOs with assets in NSW
Compliance with general licence conditions	The preceding financial year	31 Aug. ^c	No, unless directed to do so by IPART.	No	Ausgrid Endeavour Essential TransGrid
Compliance with critical infrastructure licence conditions	The preceding financial year	31 Aug. ^c	Yes	No	TransGrid Ausgrid Endeavour
Compliance with reliability and performance standards	The preceding quarter	31 Oct. 31 Jan. 30 Apr. 31 Jul.	Yes, by 30 Sept for the preceding financial year	No	Ausgrid Endeavour Essential
Compliance with Employment Guarantees	The preceding quarter	31 Oct. 31 Jan. 30 Apr. 31 Jul.	No, unless directed to do so by IPART.	No	Ausgrid Endeavour TransGrid
Compliance with EP&A Act Code of Practice for Authorised Network Operators	Report on individual significant breaches.	Ongoing ^d	No, unless directed to do so by IPART.	No	Ausgrid Endeavour TransGrid
	Each calendar year	30 Apr. ^c			

^a Refer to IPART's *Electricity networks audit guideline*.

^b Immediate report of Category 1 - major incidents, followed by 14- and 90-day reports as directed. See Appendix A of IPART's *Reporting Manual – Incident reporting* for more details.

^c Or another date as specified by IPART.

^d Immediate report of serious breach.

^e Mandatory requirements depend on whether an ENO is licenced.

Note: IPART has prepared an Audit Guideline to further inform the network operators on timing and scope requirements of audits. This is available on our website.

Glossary

AEMO	means the Australian Energy Market Operator
AER	means the Australian Energy Regulator
ANO	means Authorised Network Operator and is an entity that controls or operates a distribution or transmission system that has been transferred to the private sector (transacted system); which has the same meaning as defined in the <i>Electricity Network Assets (Authorised Transactions) Act 2015 (NSW)</i> .
ASP	means Accredited Service Provider and is a person accredited for the provision of contestable services; as defined in the <i>Electricity Supply (Safety and Network management) Regulation 2014 (NSW)</i>
CAIDI	Customer Average Interruption Duration Index
Distribution Ring Fencing Guidelines	Guidelines as developed at 19 February 2003 by IPART under clause 6.20 of the National Electricity Code
ECG	Electrocardiogram
EIA	means Environmental Impact Assessment and is an environmental assessment process followed to demonstrate compliance with section 111 of the EP&A Act for Activities; as defined in the NSW Code of Practice for Authorised Network Operators.
Electrical Installations	Has the same meaning as defined in the <i>Electricity Supply Act 1995 (NSW)</i>
Electricity works	Has the same meaning as defined in the <i>Electricity Supply Act 1995 (NSW)</i>
ENO	Electricity Network Operators
ENSMS	Electricity Network Safety Management System
EP&A Act	<i>Environmental Planning & Assessment Act 1979 (NSW)</i>
ESA	<i>Electricity Supply Act 1995 (NSW)</i>
Extra-low voltage	Not exceeding 50 V a.c. or 120 V ripple-free d.c. as per AS/NZS 3000:2007 Wiring Rules
HV	High Voltage

IPART	Independent Pricing and Regulatory Tribunal
LV	Low Voltage
MED	Major Event Day – as defined in any applicable licence conditions for the ENO
MOR	Electricity Market Operations Rules
NDA	Nominated Determining Authority
OH	Overhead
Quarter	means a period of three months commencing 1 January, 1 April, 1 July and 1 October and concluding on the following 31 March, 30 June, 30 September and 31 December dates respectively, as the case may be; as defined in the reliability and performance licence conditions for electricity distributors.
REF	means Review of Environmental Factors and, depending on the context, can refer to a type of documentation of an EIA process, or the process itself; as defined in the Code.
SAIDI	means System Average Interruption Duration Index and is the average derived from the sum of durations of each sustained customer interruption (measured in minutes) divided by the total number of customers (averaged over the financial year) of the licence holder; as defined in the reliability and performance licence conditions for electricity distributors.
SAIFI	means System Average Interruption Frequency Index and is the average derived from the total number of sustained customer interruption divided by the total number of customers (averaged over the financial year) of the licence holder; as defined in the reliability and performance licence conditions for electricity distributors.
SENI	Serious Electricity Network Incident
SER	means Summary Environmental Report and, depending on the context, can refer to a type of documentation of an EIA process, or the process itself; as defined in the Code.
SEWA	means Serious Electricity Works Accident and is an accident in which electricity works are involved, and as a consequence of which a person dies or suffers permanent disability, is hospitalised, receives treatment from a health care professional or is unable to attend work for any period of time; as defined in the ESA.



SIS	means Species Impact Statement and is a statement referred to in Division 2 of Part 6 of the <i>Threatened Species Conservation Act 1995</i> (NSW), and includes an environmental impact statement prepared under the EP&A Act that contains a species impact statement.
STPIS	Means the Service Target Performance Incentive Scheme created, administered and maintained by the AER in accordance with the requirements of the National Electricity Rules.
WHS Act	<i>Work Health and Safety Act 2011</i> (NSW)

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