



Electricity networks reporting manual

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

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The Independent Pricing and Regulatory Tribunal (IPART)

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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
Electricity networks reporting manual – Where Ausgrid, Endeavour Energy and Essential Energy operate outside their distribution districts	July 2019	Updated to include requirements for Essential Energy to report operation outside their distribution districts
Electricity networks reporting manual – Where Ausgrid, Endeavour Energy and Essential Energy operate outside their distribution districts	September 2019	Amendment of reporting requirements from quarterly to annual



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1 The purpose and status of this reporting manual

IPART has issued this Reporting Manual and other Reporting Manuals. IPART will review and amend these Reporting Manuals from time to time.

Licence conditions for the licensed electricity network operators require that the licence holder complies with any Reporting Manuals issued by the IPART.

The information gathered through the reporting requirements outlined in this document apply only to Ausgrid, Endeavour Energy and Essential Energy (licence holders), and will allow IPART to:

- ▼ Determine whether these licence holders are consistently and effectively meeting statutory obligations
- ▼ Identify immediate risks and long term trends.

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 licence holders. 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.

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

This Reporting Manual applies to the licence holders in relation to condition 1 of their licences that governs where they may operate their distribution systems. The licence requirements apply to Ausgrid, Endeavour Energy and Essential Energy when they operate in each other's distribution districts.

2.1 Licence requirements

The licence holders can 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.

The licence holders can also operate a distribution system outside of their distribution district, and outside of areas authorised under the relevant licence conditions (Condition 1(b) of Ausgrid and Endeavour Energy's licences and condition 1.1 (b) of Essential Energy's licence), where there is agreement and authorisation from IPART and the licence holder for the relevant distribution district¹.

IPART's *Application Guide -Electricity distributors to operate outside legislated districts* provides guidance on applying for IPART's agreement and authorisation under the relevant licence conditions².

The licence holders must notify IPART 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 IPART of areas under the relevant licence conditions³ are provided in detail in section 2.2.

2.2 Reporting requirements

The licence holders must provide details of all new network extensions outside of their distribution district, and report any disconnection or removal of existing network assets that were previously allowed under Condition 1(b) of Ausgrid and Endeavour Energy's licences and condition 1.1 (b) of Essential Energy's licence), or which the Tribunal approved under the relevant licence condition⁴, in accordance with sections 2.2.1, 2.2.2, 2.3 and 2.4 below.

¹ Condition 1(c) of Ausgrid and Endeavour Energy's licences and condition 1.2 of Essential Energy's licence

² Ibid

³ Ibid

⁴ Ibid

The licence holders must provide annual reports containing the information set out in sections 2.2.1, 2.2.2 and 2.3 below for each financial year. The reports are due to IPART by **31 August** of each year.

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

For every area where the licence holders operate under condition 1(c) of Ausgrid and Endeavour Energy's licences and condition 1.2 of Essential Energy's licence respectively, 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).
- ▼ A clear description of the route of those parts of the network extension outside the legislated distribution district including 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 and Endeavour Energy operate under condition 1(c) or Essential Energy operates under condition 1.2, 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.

- ▼ A clear description of the route of those parts of the distribution system in the area including 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 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.

2.3 Removal or disconnection of assets or connections

The licence holders 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 condition 1(c) of Ausgrid and Endeavour Energy's licences and condition 1.2 of Essential Energy's licence. The licence holders must provide reports containing this information for each financial year, and submit each report to IPART by **31 August** of each year.

For each existing asset or connection that is permanently disconnected or removed, Ausgrid, Endeavour Energy and Essential 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

The licence holders must lodge annual reports by email to energy@ipart.nsw.gov.au. Reports should be addressed to Director, Energy Networks Regulation and submitted to IPART by **31 August** of each year. 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 Annual reporting template - Where Ausgrid, Endeavour Energy and Essential Energy operate outside their distribution districts

Annual Report for -

Submitted by [*licence holder*] ACN:

To: Director, Energy Networks Regulation

energy@ipart.nsw.gov.au

[*Licence holder*] reports as follows:

1. This report documents all new network extensions outside of [*licence holders*] distribution district, and reports any disconnection or removal of existing network assets that were previously allowed under:
 - i. Condition 1(b) of Ausgrid and Endeavour Energy's licences OR condition 1.1 (b) of Essential Energy's licence (*please cross out the inapplicable licence reference*)
or which the Tribunal approved under:
 - ii. Condition 1(c) of Ausgrid and Endeavour Energy's licences OR condition 1.2 of Essential Energy's licence of [*Licence holder*] licence at [*date*].
2. This report has been prepared by [*Licence holder*] 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, Endeavour Energy and Essential Energy operate outside their distribution districts*.
3. [*Licence holder*] 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.