



Natural gas authorisation holders reporting manual

under the Gas Supply Act 1996

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ISBN 978-1-76049-346-2

The Independent Pricing and Regulatory Tribunal (IPART)

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Amendment record

Issue	Date issued	Amendments made
First issue	July 2019	<ul style="list-style-type: none">▼ Supercedes <i>Natural Gas Reticulator – Energy - Reporting Manual</i> (RMGR/7)▼ Amendment to sign-off requirements for annual compliance report▼ Removal of redundant information

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1 The purpose and status of this reporting manual

The Independent Pricing and Regulatory Tribunal (IPART) is the licence administrator and compliance regulator for natural gas reticulation authorisation holders (reticulators) under the *Gas Supply Act 1996* (the GS Act). After the end of each financial year, but on or before 31 October, IPART must prepare and forward an annual report to the Minister for Energy and Environment (Minister) on compliance by reticulators with their authorisation conditions in the preceding financial year.¹ Following receipt, the Minister must lay the report or cause it to be laid before both houses of NSW Parliament.

The reticulators provide an annual compliance report at the end of each financial year (by no later than 31 August) to IPART to assist the preparation of the report to the Minister.

The purpose of this Reporting Manual is to:

- ▼ instruct reticulators on what information (and format) is required in the annual compliance report
- ▼ provide information on how to submit the annual compliance report, and
- ▼ request operating statistics and performance indicators.

This Reporting Manual should be used in conjunction with the authorisation conditions, the GS Act and Regulations; and is not to be considered a substitute for obligations outlined in those documents.

¹ *Gas Supply Act 1996 (NSW)* section 75A (3C).

2 Annual Compliance Reporting

Reticulators are requested to furnish information to IPART to enable it to determine whether or not the reticulators are complying with their authorisation conditions.

Reporting information outlined in this document applies to:

- ▼ Jemena Gas Networks (NSW) Ltd
- ▼ EvoEnergy
- ▼ Australian Gas Networks (NSW) Pty Ltd
- ▼ Australian Gas Networks (Albury) Pty Ltd
- ▼ Allgas Energy Pty Ltd, and
- ▼ Central Ranges Pipeline Pty Ltd.

2.1 Annual compliance report

Each reticulator is to submit a report on its compliance performance (annual compliance report) during the 12 months ending on 30 June in that year.

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

2.1.1 Timing and lodgement

The annual compliance report is due to IPART by no later than 31 August each year, or at an alternate date approved by IPART. Reticulators must lodge the annual compliance report by email to 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, reticulators are required to report any non-compliance against authorisation conditions and obligations that are prescribed in:

- ▼ the *Gas Supply Act 1996 (NSW)*, and
- ▼ the reticulator authorisation.

For each non-compliance, reticulators must include details of:

- ▼ the extent and nature of the non-compliance including whether and how many customers 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 authorisation holder must include a statement of compliance to be signed by:

- ▼ the Chair of the Board of Directors of the authorisation holder or a duly authorised Board Member of the authorisation holder, 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.

2.2 Annual operating statistics

Reticulators are requested to submit operating statistics as part of the annual compliance report. The operating statistics are listed in Table 2.1.

Table 2.1 Operating statistics – natural gas reticulators (Schedule B of report)

A	Response
1	How many Delivery Point Identifiers (DPIs) did the Reticulator supply as at 30 June?
2	How many DPIs taking less than 1 terajoule (TJ) did the Reticulator supply as at 30 June?
3	How many DPIs taking more than 1 TJ did the Reticulator supply as at 30 June?
4	How many kilometres of gas mains did the Reticulator have as at 30 June?

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



Appendices

A Annual compliance report – exception-based

Annual Compliance Report for 20 -

Submitted by *[Name of Authorisation Holder]* ACN:

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

[Name of Authorisation Holder] reports as follows:

1. This report documents compliance during *[financial year]* with all obligations to which *[Name of Authorisation Holder]* is subject by virtue of its Natural Gas Reticulator Authorisation.
2. This report has been prepared by *[Name of Authorisation Holder]* with all due care and skill in full knowledge of conditions to which it is subject and in compliance with IPART's *[current Gas Reticulator Reporting Manual]*.
3. Schedule A provides information on all obligations with which *[Name of Authorisation Holder]* did not fully comply during *[financial year]*.
4. Other than the information provided in Schedule A, *[Name of Authorisation Holder]* has complied with all conditions to which it is subject.
5. Statistical information about *[Name of Authorisation Holder]* operations is provided in Schedule B.

Signed:..... Signed:.....

Name:..... Name:.....

Designation:..... Designation:.....

Date:..... Date:.....

Note - Signatories must be:

- ▼ *the Chair of the Board of Directors of the Authorisation Holder or a duly authorised Board Member of the Authorisation Holder, 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^a

Legal reference ^b	Reporting period in which the breach occurred ^c	List obligations breached, including a brief description of each obligation	Describe: <ul style="list-style-type: none">- Nature and extent of non-compliance (including whether and how many customers have been affected)- Reasons for non-compliance- Remedial action taken- Actual/anticipated date of full compliance

^a Authorisation Holder should report only breaches that were identified during the reporting period.

^b Authorisation condition number or section of the GS Act with which the Authorisation Holder has failed to comply.

^c Authorisation 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 Gas reticulation authorisation conditions and obligations

Table B.1 List of gas reticulation authorisation holder reporting obligations

Authorisation condition and obligation	Name of reporting requirement
GS Act section 15(3)	Annual fees
GS Act section 33(2)	Maintenance of records
GS Act section 11A(1)(a)	Energy ombudsman scheme
GS Act section 11A(1)(b)	Energy ombudsman scheme
Schedule listing Reticulators' Authorisation Conditions Imposed by the Minister under s11(1)(b) of the <i>Gas Supply Act 1996 (NSW)</i>	Refer to authorisation