



**APPLICATION FORM FOR
THE ISSUE OF AN
ELECTRICITY
TRANSMISSION OR
DISTRIBUTION LICENCE
BY THE
ESSENTIAL SERVICES
COMMISSION OF SA
UNDER THE *ELECTRICITY
ACT 1996***

August 2011

The Essential Services Commission of South Australia
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ELECTRICITY

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INFORMATION FOR APPLICANTS BEFORE FILLING OUT THIS FORM

Purpose of this form

This form is to be completed by persons making application to the Essential Services Commission of South Australia (the Commission) for the issue of a licence to authorise electricity retail operations in the electricity supply industry in South Australia.

The Commission can also consider joint applications from two or more persons who wish to hold a licence jointly. Persons making joint applications must ensure that each of the applicants completes a separate application form, together with a covering letter explaining that the application is for a licence to be jointly held.

Basis for this form

Section 16(1)(a) of the *Electricity Act 1996* (the Act) provides that an application for the issue of a licence must be made to the Commission in a form approved by the Commission. This is the form approved by the Commission.

Use of this form and Applicant's Responsibilities

An application for a licence may be made by any legal person including, without limitation, individuals, partnerships, incorporated associations, unit and other forms of trusts and corporations. Entities that are not a legal person (for example, an unincorporated joint venture) cannot apply for a licence.

For the purpose of this application form, reference to the term "Officer" include the applicant's directors and secretary, and other persons who make or participate in making decisions that affect a substantial part of the business of the applicant (e.g. Chief Executive Officer, Chief Financial Officer, General Manager etc.).

Applicants should list the information requested in the spaces provided in this form and enclose additional information when required. Applicants must take all reasonable steps to ensure the information provided in the application form is complete, true and correct and are required to make a declaration to that effect in the application form. Failure to disclose information or misrepresent any matter relevant to such information may result in a licence not being issued or in the suspension or cancellation of a licence at a later time.

Applicants are responsible for providing the Commission with current, accurate and relevant documentation. This will ensure that the application is processed promptly and without delay. All applications are assessed on a case-by-case basis. If insufficient information is provided with an application, the Commission will request additional information to be submitted before the application is considered further.

Prior reading

It is essential that licence applicants read the Commission's Advisory Bulletin No 4 – "*Licensing Arrangements for the Electricity and Gas Supply Industries*" before they fill out this form. Bulletin No. 4 is available on the Commission's website www.escosa.sa.gov.au under electricity/licensing.

Application fees and annual licence fees application

Applicants should also enclose the application fee (presently set by the Minister for Energy at \$1,000 per licence) with their application.

Holding a licence incurs annual licence fees. The licence fees determined by the Minister for Energy are administered by the Commission. At annual intervals, the Commission, on behalf of the Minister, will send to each licensee, depending on the category within the sector, an invoice for the licence fee. Licence fees are to be paid on receipt of an invoice via one of the payment options set out in the invoice.

The initial licence will not be issued until the first annual licence fee (or approved licence fee instalment) has been paid.



LICENCE APPLICATION FORM

1. THE APPLICANT

Applicants must answer all questions in this section.

1.1 Identity of Applicant

State the full name of the applicant. The applicant is the person who will be undertaking the electricity transmission or distribution operations that will be the subject of the licence. Joint applicants should each complete an application form, and submit their application forms at the same time, with a covering letter explaining that a joint application is being made.

Name: COWELL ELECTRIC SUPPLY PTY LTD

1.2 Legal Identity of Applicant

Provide information about the applicant, (i.e. whether the applicant is a natural person, private limited company or partnership, etc). If the applicant is a body corporate, please also state the jurisdiction in which the applicant is registered, and the applicant's ABN/ACN.

COWELL ELECTRIC SUPPLY PTY LTD
ABN: 15 095 517 490

1.3 Address and Contact Details of Applicant

Business Address: 78 SCHUMANN ROAD
COWELL

State: SA Post Code: 5602

Postal Address (if different to Business Address):

PO BOX 70, COWELL

State: SA Post Code: 5602

Telephone: 0886292136 Facsimile: 0886292115

E-mail: cowellelectric@cowellelectric.com.au



1.4 Contact Person on behalf of Applicant

The full name, title and contact details of a person to whom the Commission can direct enquiries and correspondence about the application.

Full Name: ANN-MARIE WISEMAN

Title: ELECTRICITY DISTRIBUTION & RETAIL COORDINATOR

Business Address: 78 SCHUMANN ROAD
COWELL

State: SA Post Code: 5602

Postal Address (if different to Business Address):

PO Box 70, COWELL

State: SA Post Code: 5602

Telephone: 08 86292136 Facsimile: 08 86292115

E-mail: awiseman@cowellelectric.com.au

1.5 Contact Person for Licence Fees

The full name and/or title of the person to whom the Commission can direct enquiries and correspondence about licence fees.

Full Name: SUSAN MARY CHASE

Title: MANAGING DIRECTOR

Business Address: 78 SCHUMANN ROAD
COWELL

State: SA Post Code: 5602

Postal Address (if different to Business Address):

PO Box 70, COWELL

State: SA Post Code: 5602

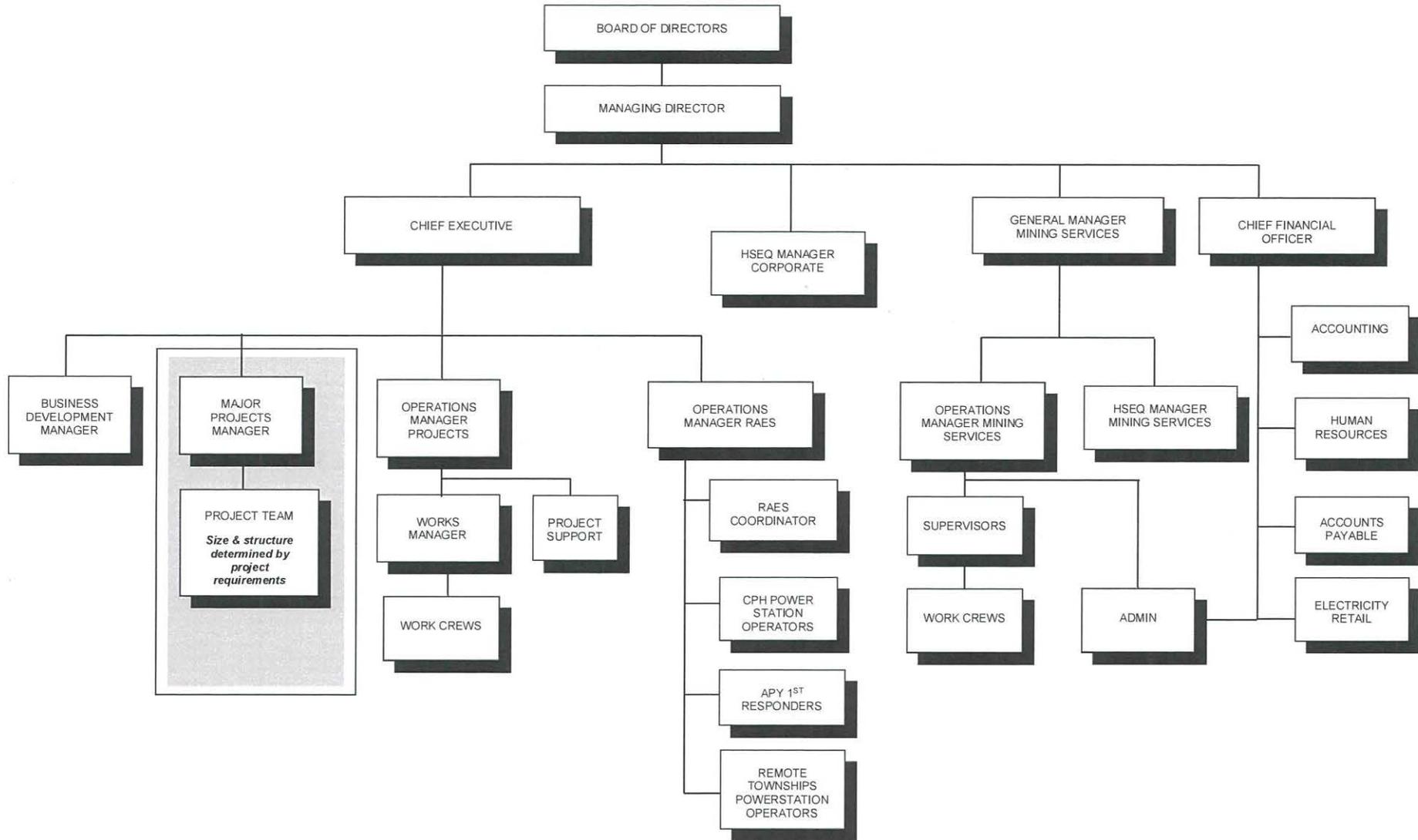
Telephone: 08 86292136 Facsimile: 08 86292115

E-mail: schase@cowellelectric.com.au

1.6 Diagram of Corporate or other Structure

Please attach with this application form details of the corporate or other structure, including details of any related companies within the meaning of the Corporations Act 2001; and a diagram of the organisational chart, including composition of the board, management and other key personnel responsible for the key functions of the business.

**HSE&Q Integrated Management System
ORGANISATION CHART**





3 SUITABILITY OF APPLICANT TO HOLD A LICENCE

Applicants must answer all questions in this section.

3.1 Standard of honesty and integrity shown by Applicant

In deciding whether the applicant is a suitable person to hold a licence, the Commission may:

- ▲ consider the applicant's previous commercial and other dealings, and
- ▲ the standard of honesty and integrity shown in those dealings.

Please provide information that will assist the Commission in its consideration of this matter. If the applicant:

- ▲ has been found guilty of any criminal offence,
- ▲ has been successfully prosecuted under any Territory, State or Commonwealth legislation (such as the Australian Securities and Investments Commission Act 2001 or the Competition and Consumer Act 2010), or
- ▲ has been the subject of disciplinary action,
- ▲ has been the subject of any past or present administrative or legal actions in relation to an authorisation, authority, or licence in any industry,

details of such matters must be disclosed. Failure to disclose such information or misrepresent any matter relevant to such information may result in the cancellation of a licence.

The Commission may use the service of an external expert to assist with the assessment of the applicant's standard of honesty and integrity.

LOWELL ELECTRIC HAVE NOT BEEN FOUND GUILTY OF ANY CRIMINAL OFFENCE, BEEN PROSECUTED OR BEEN THE SUBJECT OF DISCIPLINARY ACTION OR BEEN THE SUBJECT OF ANY LEGAL ACTIONS. LOWELL ELECTRIC WILL CONTINUE TO SHOW AN APPROPRIATE LEVEL OF HONESTY & INTEGRITY IN ITS COMMERCIAL DEALINGS.

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3.2 Standard of honesty and integrity shown by Officers and major shareholders of Applicant

Applicants should address responses to this question in the same manner as 3.1 above except here it relates to officers and major shareholders of the applicant.

Please also supply details of any policies and procedures addressing the probity and competence of officers and other key management staff.

OFFICERS OF COWELL ELECTRIC HAVE NOT BEEN FOUND GUILTY OF ANY CRIMINAL OFFENCE, BE PROSECUTED OR THE SUBJECT OF DISCIPLINARY OR LEGAL ACTIONS. THE OFFICERS OF COWELL ELECTRIC WILL CONTINUE TO SHOW AN APPROPRIATE STANDARD OF HONESTY & INTEGRITY IN THEIR COMMERCIAL DEALINGS, SEE ATTACHED COMPANY VALUES.

3.3 Names and addresses of the Officers of Applicant

State the names and addresses of the officers of the applicant. "Officers" of the applicant include the applicant's directors and secretary, and other persons who make or participate in making decisions that affect a substantial part of the business of the applicant.

Full Name: SUSAN MARY CHASE
Date of Birth: 28-2-59 Office Held: DIRECTOR
Address: 18 ESPLANADE
COWELL
State: SA Post Code: 5602

Full Name: CAMERON GORDON THOMPSON
Date of Birth: 9-6-69 Office Held: DIRECTOR
Address: 41 OSBORNE TERRACE
COWELL
State: SA Post Code: 5602

Full Name: ANDREW PAUL HITCHCOCK
Date of Birth: 10-10-64 Office Held: DIRECTOR
Address: 134 FLINDERS HIGHWAY
PT LINCOLN
State: SA Post Code: 5606



Full Name:
Date of Birth: Office Held:
Address:
.....
State: Post Code:

(attach additional pages if necessary)

3.4 Names and addresses of major shareholders of Applicant

State the full names and addresses of the major shareholders of the applicant.

Full Name: NO CHANGES TO SHAREHOLDERS
Date of Birth: Office Held:
Address:
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State: Post Code:

Full Name:
Date of Birth: Office Held:
Address:
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State: Post Code:

Full Name:
Date of Birth: Office Held:
Address:
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State: Post Code:

Full Name:
Date of Birth: Office Held:
Address:
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State: Post Code:

Company Values



SAFETY

We value all members of Cowell Electric actively contributing to embedding a 'Zero Harm Safety Culture' within our organisation to collectively achieve a safe, productive and enjoyable workplace for all.



QUALITY

Because every project is unique, we believe project delivery requires flexibility and innovation without sacrificing schedule. A quality product delivered both internally and externally by all areas of our organisation is essential to the success of our business.



INNOVATION

Our ability to remain competitive within our markets relies on our ability to provide unique solutions to our customers' requirements. We value our employees' independent thinking, we encourage them to take ownership of their roles and practice continual improvement in their respective areas of the business.



RESPECT

We value the wellbeing of our employees, their families and their communities, and provide a work environment that fosters respect amongst our employees, and respect towards all cultures and communities outside of our organisation.



RELATIONSHIPS

We value the relationship we create with our customers, suppliers, employees and the communities within which we operate and aim to develop long term relationships with these people for the benefit of all parties.



ENTREPRENURIAL

We empower our employees to seek out and identify new business markets, products and customers and to continually add value to our organisation through their respective work practices.



ENVIRONMENTAL

Actively reducing the footprint of the Company's activities on the world around us.

3.5 Details of the group members

This is information about entities controlled by the applicant, or by the ultimate parent entity of the applicant (if applicable).

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3.6 Additional information

Please answer the following questions and, where the answer to any question is "no", provide further detail.

▲ Is the applicant a resident of, or does it have permanent establishment in, Australia?

NO CHANGE
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▲ Is the applicant under external administration (as defined in the Corporations Act 2001) or under a similar form of administration under any laws applicable to it in any jurisdiction?

NO CHANGE
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▲ Is the applicant immune from suit in respect of the obligations under the Electricity Act 1996?

NO CHANGE
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▲ Is the applicant capable of being sued in its own name in a court of Australia?

NO CHANGE
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(attach additional pages if necessary)



3.7 Financial resources available to the Applicant

Provide information about the financial resources available to the applicant. If the applicant is a company, please also enclose:

- ▲ copies of all audited profit and loss statements and balance sheets for the last three financial years (including all notes), and
- ▲ director's declaration that the financial statements comply with accounting standards, give a true and fair view, have been made in accordance with the Corporations Act and that there are reasonable grounds to believe the company/entity will be able to pay its debts as and when they fall due; and
- ▲ the director's report and the audit opinion.

If the applicant is a subsidiary company, please also provide:

- ▲ copies of all audited profit and loss statements and balance sheets of the applicant's parent company for up to the last three financial years.

The applicant should also submit copies of:

- ▲ its business plans including at least strategic direction and objectives, identified opportunities in the market place and forecast results; and
- ▲ evidence of capital and liquidity support in place, including any bank or cross guarantees, to support the business and evidence of negotiations with the network service provider concerning credit support arrangements.

2 YEARS AUDITED FINANCIALS ATTACHED
PLEASE NOTE THAT THESE ARE INTENDED
FOR USE BY ESCOSA AND NOT FOR
PUBLIC CONSUMPTION

3.8 Additional Details of Structure of Applicant

If the applicant is part of a group of related companies, and/or party to a partnership, joint venture or alliance agreement with another company, please provide:

- ▲ contractual arrangements (e.g. alliance contracts, associate contracts, establishment contracts) that define relationships within the group – including shared resources, guarantees, revenue flows, obligations and or responsibilities.

OUR STRUCTURE WILL NOT CHANGE AS A
RESULT OF THE REMOVAL OF WOOMERA
FROM OUR DISTRIBUTION LICENCE, AS
PER ATTACHMENT 3.19

3.9 Human resources available to the Applicant

Provide information about the human resources available to the applicant. This includes:

- ▲ the experience and qualifications of those employees outlined in the organisational chart (see point 1.6);
- ▲ if the applicant will employ contractor/s to assist with the licensed operations, the name of that contractor/s, details about the experience of the contractor/s in such operations and details of the processes in place to ensure the contractor/s complies with the regulatory obligations imposed by the licence; and

OUR HUMAN RESOURCES WILL NOT CHANGE AS A RESULT OF THE REMOVAL OF WOOMERA FROM OUR DISTRIBUTION LICENCE AS PER ATTACHMENT 3.19

3.10 Technical resources available to the Applicant

Applicants for a transmission or distribution licence are asked to provide details about the availability of technical resources to be used in carrying out the operations for which a licence is sought. The information should include details about the technically qualified staff available to the applicant and (if relevant) details of experience gained in similar operations.

Where applicants are relying on a third party to provide staff and resources to meet the technical requirements of the transmission or distribution licence, please provide:

- ▲ a list of all functions and activities being proposed to outsource;
- ▲ details of any formal agreement/s to provide services, including confirmation that the third party possess relevant technical competencies to conduct the proposed activities;
- ▲ a summary of the third party's technical capacity to meet relevant obligations, including relevant accreditations; and
- ▲ a summary of the third party's experience and knowledge in the relevant area.

OUR TECHNICAL RESOURCES WILL NOT BE AFFECTED BY THE REMOVAL OF WOOMERA FROM OUR DISTRIBUTION LICENCE AS IT IS A VERY MINOR PART OF OUR OPERATIONS AS PER ATTACHMENT 3.19



3.11 Safety of Network

The Commission may not issue a transmission or distribution licence unless it is satisfied that the transmission or distribution network (or the proposed network) will have the necessary capacity for transmitting or distributing electricity safely. Applicants are therefore asked to verify that the network has been (or will be) developed in accordance with relevant Australian Industry Codes and Australian Standards, and that a connection agreement has been or will be signed.

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3.12 Risk Management

Provide confirmation and reasonable evidence that the applicant's management has identified the risks associated with electricity operations and has established, utilises and relies upon risk management systems and processes which are adequate, accurate and current to address those risks. A copy of the applicant's risk management strategy should be submitted.

OUR RISK MANAGEMENT SYSTEMS AND
PROCESSES WILL REMAIN IN PLACE FOR
THE OTHER AREAS OF OUR DISTRIBUTION
LICENCE ONCE WOOMERA HAS BEEN
REMOVED AS PER ATTACHMENT 3-19

3.13 Development Act Approval

Please advise if the applicant has or is applying for approval under the Development Act 1993 (SA). If so, provide details, including the date on which approval was or will be granted.

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3.14 Registration with AEMO

Please advise if the applicant will apply to register with AEMO. If so, provide details.

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3.15 Licences held by the Applicant in other Australian jurisdictions.

If the applicant holds, or has previously held, electricity and/or gas licences in other Australian jurisdictions please provide details. If a licence previously held has been suspended or cancelled, please provide details.

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3.16 Previous unsuccessful licence applications in other Australian jurisdictions

Please state whether the applicant has applied for an electricity or gas licence in another Australian jurisdiction and not been issued with a licence, and provide details if relevant.

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3.17 Licences held by Associates of the Applicant

If an associate of the applicant (within the meaning of the Corporations Act) holds an electricity or gas licence in South Australia or in other Australian jurisdictions, please provide details.

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3.19 Additional Information

Cowell Electric has held the Distribution Licence for Woomera for 15 years, for many years, as a result of commercial arrangements with Defence and their various major contractors over the years, including Broadspectrum more recently.

We were advised by Broadspectrum on Friday 23rd February 2018 that as of 28th February 2018 we are no longer required to be the Distribution Licence Holder for Woomera as they have made other arrangements.

Cowell Electric does not own any of the Distribution infrastructure at Woomera.

Therefore I request that ESCOSA vary Cowell Electric's distribution licence to remove Woomera from the list of sites where we are the Distribution Licence holder.

Please note that Cowell Electric intends to remain the Distribution Licence holder for all other sites currently listed on our Distribution Licence, including Pimba.

The removal of the Woomera distribution system from our licence will not adversely affect our business as it is such a small part of our operations.

Our Human Resources will be able to be utilised in the other areas of our operations and therefore staffing levels will not be affected by the removal.

There have been no other changes in our business in regards to distribution since our licence was granted. Our risk management and other documentation will continue to be utilised in the other areas covered by our Distribution licence.



6 DECLARATION

All information in this application for the issue of a licence to authorise electricity transmission or distribution operations in the electricity supply industry in South Australia must be verified by a Statutory Declaration of the applicant, in accordance with the provisions of the *Oaths Act 1936* (SA), stating that the information contained in the application is true and correct to the best of the applicant's knowledge, information and belief.

Where the applicant is a body corporate, evidence of the relevant authority of the declarant to sign on behalf of the body corporate must also be provided to the Commission.

Statutory Declaration

I SUSAN MARY CHASE
of 18 ESPLANADE CORRELL SA 5602

do solemnly and sincerely declare that the information contained in this Application for the issue of a licence to authorise electricity transmission or distribution operations in the electricity supply industry in South Australia is true and correct to the best of my knowledge information and belief.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1936*.

Date 21st March 2018

Signature [Handwritten Signature]

(Where the applicant is a body corporate, the declaration must be made by a person authorised by body corporate to sign on its behalf)

Declared at: Correll this 21st day of March 2018

Before me: [Handwritten Signature]

(Signature of Justice of the Peace or other person authorised under the *Oaths Act 1936*)

MEAGAN B FRANKLIN
CPA Member: 2183337