



ELECTRICITY REGULATORY INFORMATION REQUIREMENTS - TRANSMISSION AND SYSTEM CONTROL

Electricity Industry Guideline No. 3 (EG3/06)

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The Essential Services Commission of South Australia is the independent economic regulator of the electricity, gas, ports, rail and water industries in South Australia. The Commission's primary objective is the *protection of the long-term interests of South Australian consumers with respect to the price, quality and reliability of essential services*. For more information, please visit www.escosa.sa.gov.au.

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1. NATURE OF GUIDELINE

1.1 *Introduction*

- 1.1.1 This Guideline provides for the collection, allocation and recording of business data by a Licensee in the electricity supply industry in South Australia and covers a range of operational performance information requirements specified by the Commission.
- 1.1.2 This Guideline's content:
 - ▲ details the nature of information that will be required to monitor a **Licensee's** performance; and
 - ▲ outlines a mechanism by which this and any other information that may be required to fulfil the **Commission's** obligations and functions, may be collected.

The Guideline does not deal with the reporting of compliance by the **Licensee** in relation to matters such as licence conditions or code requirements, nor with the auditing of such matters. Compliance reporting to the **Commission** is dealt with in Guideline No.4, "Compliance Systems and Reporting".

- 1.1.3 A **Transmission Licensee** is required to report to the **Commission** on its operational performance in accordance with the requirements set out in Part A of this Guideline.
- 1.1.4 This Guideline is a minimum requirement. The obligation of a **Licensee** to comply with this Guideline:
 - ▲ is additional to any obligation imposed under any other law applying to a Licensee's business;
 - ▲ does not derogate from such an obligation; and
 - ▲ does not replace any obligation of a Transmission Licensee to provide reports to the AER.
- 1.1.5 This document is a guideline referred to by Clause 1.5 of the **Electricity Transmission Code**.

1.2 *The Purpose of this Guideline*

- 1.2.1 The legislative and regulatory framework for the electricity supply industry describes certain objectives and functions for the **Commission**. Section 6A of the **Electricity Act** sets the **Commission** various objectives and section 5 (1) of the **ESC Act** sets out the functions of the **Commission**.

Section 6(1) of the **ESC Act** requires that in performing its functions, the **Commission** must have as its primary objective, protection of the

long term interests of South Australian consumers with respect to the price, reliability and quality of essential services and, at the same time, have regard to the needs of entities and consumers.

In accordance with the legislative and regulatory framework, this guideline sets out a mechanism for the collection of information and certain recurring substantive information requirements, to assist the **Commission** to fulfil its objectives and functions.

- 1.2.2 The **Commission** requires information to fulfil its objectives and functions. The electricity supply industry licences and codes provide certain mechanisms to facilitate this.
- 1.2.3 Clause 12 of the **Transmission Licence** and clause 6 of the **System Control Licence** provide that a **Licensee** must:
 - ▲ from time to time, provide to the **Commission**, in the manner and form determined by the **Commission**:
 - details of a **Licensee's** financial, technical and other capacity to continue its operations authorised by this licence; and
 - such other information as the **Commission** may require.
- 1.2.4 Also, clause 10.1 of the **Transmission Licence** and clause 4 of the **System Control Licence** require a **Licensee**, in a manner and form approved by the **Commission**, to:
 - ▲ maintain accounting records and prepare accounts for the electricity business authorised by the licence; and
 - ▲ keep the electricity business authorised by the licence, and the accounts for that business, separate from any other business operated by a **Licensee** (including system control functions) or any other person (in the case of the **Transmission Licensee**, the separation must be in accordance with its obligations under the **National Electricity Rules** to comply with the Transmission Ring Fencing Guidelines issued by the AER)
- 1.2.5 Clause 2.17 of the **Electricity Transmission Code** requires a **Transmission Licensee** to report to the **Commission** by 31 August each year, concerning matters relating to service standards during the 12 month period ending on 30 June of that year. In particular, the **Transmission Licensee** must report on:
 - ▲ the actual performance with the service standards set out in Chapter 2 of the **Electricity Transmission Code**;
 - ▲ provide an explanation of the reason for any non-compliance;
 - ▲ report on how the **Transmission Licensee** will continue to meet, or improve its performance so as to meet, the service standards set out in Chapter 2 of the **Electricity Transmission Code**;

- ▲ report on the ***Transmission Licensee's*** compliance with the Emergency Transformer Replacement Plan prepared in accordance with clause 2.17 of the ***Electricity Transmission Code*** and, in the event of any non-compliance, provide an explanation of the reasons for that non-compliance;
- ▲ report on the compliance of any network support arrangements with the requirements of clause 2.12 of the ***Electricity Transmission Code*** and, in the event of any non-compliance, provide an explanation of the reasons for that non-compliance; and
- ▲ report on the circumstances of each occasion where it has been required, as a result of a transformer failure, to repair a transformer, install a new transformer, or provide equivalent transformer capacity, in order to meet the reliability standards specified in Chapter 2 of the ***Electricity Transmission Code*** within 2 months of that event.

1.3 Definitions and Interpretation

- 1.3.1 In this Guideline:
- ▲ words and phrases presented in a bold italic font ***such as this***, are defined for the purposes of interpreting this Guideline in the glossary; and
 - ▲ the words “*shall*” and “*must*” indicate mandatory requirements, unless the overall meaning of the phrase in which one of these words appears, is otherwise.
- 1.3.2 This Guideline provides definitions consistent with those given in the ***Electricity Act***, ***ESC Act*** and the ***Industry Codes***. Where words and phrases are not defined in the glossary, they shall have the meaning given to them by the ***Electricity Act***, ***ESC Act***, ***Industry Codes*** or any other relevant legislative or regulatory document.
- 1.3.3 Explanations in this Guideline about why certain information is required are for guidance only. They do not limit in any way the ***Commission's*** objectives, functions or powers.

1.4 Confidentiality

- 1.4.1 The ***Commission's*** obligations regarding confidentiality and the disclosure of information provided to it by a ***Licensee*** are governed by:
- ▲ section 30 of the ***ESC Act***;
 - ▲ clause 18 of the ***Transmission Licence***;

- ▲ clause 9 of the ***System Control Licence***; and
- ▲ the “Use of Information and Confidentiality” policy, which details the approach to be taken to confidentiality matters by the ***Commission***.¹

1.5 Processes for Revision

- 1.5.1 The ***Commission*** will undertake consultation with relevant ***Licensees*** and other stakeholders as appropriate before making any significant amendment of information requirements contained in this Guideline.

1.6 Input from Interested Parties

- 1.6.1 The ***Commission*** welcomes comments, discussion, or suggestions for amendments to this Guideline, from any interested party. Any contribution in this regard should be addressed to:

*Essential Services Commission of South Australia
GPO Box 2605
Adelaide SA 5001
E-mail: escosa@escosa.sa.gov.au*

1.7 Version History and Effective Date

- 1.7.1 An issue number and date of issue will identify every version of the Guideline. This version of this Guideline became effective on the date of issue.

¹ The Use of Information and Confidentiality Policy can be accessed from the Commission’s website (refer <http://www.escosa.sa.gov.au/webdata/resources/files/061221-UseofInformationConfPolicy.pdf>).

2. GENERAL PRINCIPLES OF PREPARATION

This section sets out general principles of preparation that shall apply to all information provided by a Licensee to the Commission under this Guideline. In addition, Part A may specify additional principles specific to certain categories of information.

2.1 Substance to Prevail over Legal Form

- 2.1.1 **Regulatory Reporting Statements** shall report the substance of transactions and events.
- 2.1.2 Where substance and legal form differ, the substance rather than the legal form of a transaction or event shall be reported.
- 2.1.3 In determining the substance of a transaction or events, all its aspects and implications shall be considered, including the expectations of and motivations for, the transaction or event.
- 2.1.4 For the purposes of determining the substance of a transaction or event, a group or series of transactions or events that achieves, or is designed to achieve, an overall commercial effect shall be viewed in aggregate.

2.2 Information Provided shall be Verifiable

- 2.2.1 A **Licensee** must maintain reporting arrangements which provide information in the **Regulatory Reporting Statements** that can be verified.
- 2.2.2 Information shall be presented in **Regulatory Reporting Statements** in the most understandable manner, without sacrificing relevance or reliability.

2.3 Materiality

- 2.3.1 The **Commission** will apply the following standard of materiality:
 - ▲ an item is **material** if its omission, misstatement or non-disclosure has the potential to prejudice the understanding of operational position and nature of the business activities of the licensee gained by reading the **Regulatory Reporting Statements**.

2.3.2 This Guideline shall apply to all ***material*** items in ***Regulatory Reporting Statements***.

2.4 Responsibility Statement

2.4.1 A ***Licensee*** will be required to provide a ***Responsibility Statement*** evidencing responsibility for information provided to the ***Commission***. The ***Responsibility Statement*** shall be signed and dated by the Chief Executive of a ***Licensee***.

2.5 Quality Assurance Requirements

- 2.5.1 Clause 15 of the ***Transmission Licence*** and clause 8 of the ***System Control Licence*** provides that:
- ▲ a ***Licensee*** must undertake audits of its operations authorised by the licence and of its compliance with its obligations under the licence and any applicable ***Industry Codes***;
 - ▲ the audits must be undertaken by an independent expert or auditors nominated by a ***Licensee*** and approved by the ***Commission***; and
 - ▲ the results of the audits must be reported to the ***Commission***, in a manner approved by the ***Commission***.
- 2.5.2 The scope of any audit or other form of independent assurance about Regulatory Reporting Statements that the ***Commission*** may require, shall accord with the requirements of Guideline No. 4, “Compliance Systems and Reporting”.

3. OPERATIONAL PERFORMANCE REPORTING

3.1 Information Requirements

3.1.1 Introduction

3.1.1.1 This section sets out:

- ▲ the **Commission's** requirements for non-financial performance monitoring information; and
- ▲ requirements necessary to put into effect the principles set out earlier in this Guideline.

3.1.1.2 The general purpose of this information is to assist the Commission to:

- ▲ monitor and enforce compliance with and promote improvement in, standards and conditions of service under the **Electricity Transmission Code** and the **Electricity Act**;
- ▲ promote economic efficiency; and
- ▲ monitor the performance of the System Control Licensee under the System Control Licence.

3.1.2 Code Requirements to Report Standards of Service

3.1.2.1 Clause 2.17 of the **Electricity Transmission Code** requires the **Transmission Licensee** to provide the **Commission** with annual reports (by 31 August each year) of Connection Point Reliability Measures for the 12 month period ending on 30 June of that year.

3.1.2.2 In addition, the **Commission** requires the **Transmission Licensee** to provide a copy of any reliability performance measures/reports which the Transmission Licensee is required to provide to the **AER**.

3.1.3 Statistical Information

3.1.3.1 The **Commission** may require statistical information to be reported on a recurring basis by a Licensee for benchmarking purposes.

3.1.3.2 A proforma at Appendix A lists examples of statistical information requirements that have been clearly identified by the **Commission** and sets out the basis upon which this information is to be reported by a Licensee.

3.1.4 Additional Performance Measures

- 3.1.4.1 The **Commission** may require additional performance measures to be reported by a **Licensee**. These may be of a recurring nature. For example, clause 6.1 of the **Electricity Transmission Code** requires **ElectraNet** to report, in a manner determined by the **Commission**, on power system incidents. A proforma at Appendix A specifies the manner of this reporting requirement. A proforma is also included in relation to the reporting obligations under clause 3.4 of the **Electricity Transmission Code**.
- 3.1.4.2 The **Commission** may, from time to time, change its requirements to ensure that the information it gathers continues to be relevant to changing regulatory requirements. The **Commission** will undertake appropriate consultation with relevant **Licensees** and other stakeholders as appropriate before making any significant amendment of its information requirements.

3.1.5 Use of Proformas to Report Information

- 3.1.5.1 The proformas at Appendix A should be read in conjunction with this Part of the Guideline. They:
 - ▲ indicate how information is to be reported to the Commission; and
 - ▲ categorise recurring information requirements separately from the non-recurring requirements.
- 3.1.5.2 For ad hoc information, the Commission expects to provide a Licensee with a request for information setting out:
 - ▲ its information requirements;
 - ▲ the scope of any quality assurance that may be required; and
 - ▲ the time by which the information is to be provided.
- 3.1.5.3 Where the Commission may need to change its information requirements, it expects to provide additional or amended proformas in Appendix A. The Commission will undertake appropriate consultation with relevant Licensees and other stakeholders as appropriate.

3.1.6 Principles of Preparation

- 3.1.6.1 The principles set out in section 2 of this Guideline should be followed to prepare and report information under this Part of the Guideline.

3.1.7 Timing of Reports

- 3.1.7.1 Recurring information is to be provided by a Licensee at least annually, in accordance with the timing indicated in clause 2.17 of the ***Electricity Transmission Code***.
- 3.1.7.2 In addition, the ***Commission*** may request information to be reported more frequently, at intervals to be determined in consultation with a ***Licensee*** (quarterly, for example). This may be required to facilitate more timely and current performance monitoring by the ***Commission***. The proformas set out at Appendix A provide guidance on the timing of such additional reports.
- 3.1.7.3 Where the ***Commission*** has requested information on a recurring basis, it is to be submitted no later than one calendar month of the end of the period for which the information has been collected.

3.1.8 Quality Assurance

- 3.1.8.1 Information requirements set out in this section and referred to in the proformas in Appendix A shall be prepared in accordance with the quality assurance principles set out in paragraphs 2.4 and 2.5 of this Guideline.
- 3.1.8.2 A Licensee will normally be required to provide a ***Responsibility Statement*** evidencing responsibility for information provided to the ***Commission***, which is signed and dated by the Chief Executive Officer or ***Director*** of a ***Licensee***. The ***Commission*** will set the scope of the ***Responsibility Statement*** in the proformas in Appendix A.
- 3.1.8.3 Where the ***Commission*** requires independent assurance, on any information submitted under this Chapter 3 of this Guideline, the ***Commission*** will specify to a ***Licensee*** the required scope of independent assurance and the time by which that assurance is to be provided.

- 3.1.8.4 Where independent assurance is required, a **Licensee** shall submit a **Regulatory Audit Report** in the form of an **Agreed-upon Procedures Report** unless the **Commission** notifies a **Licensee** in writing of a requirement for another form of **Regulatory Audit Report**.
- 3.1.8.5 Independent assurance that is to be obtained by the **Commission** under this Chapter 3 of this Guideline should be consistent with the requirements, where relevant, of Guideline No. 4, “Compliance Systems and Reporting”.

3.1.9 *Information Requirements of the Technical Regulator*

- 3.1.9.1 The **Technical Regulator** also requires certain recurrent information in order to fulfil its objectives and functions.
- 3.1.9.2 The **Technical Regulator** and the **Commission** have agreed on a joint approach to their respective information reporting requirements, as reflected in the proformas set out in Appendix A, in order to remove any overlap in these requirements.

APPENDIX A – OPERATIONAL PERFORMANCE PROFORMAS

OPERATIONAL INFORMATION REQUIREMENTS - INDEX OF PROFORMAS

Recurring Requirements

PROFORMA REFERENCE	PERFORMANCE MEASURES
RELIABILITY MEASURES	
OP 1a	<i>Connection point</i> restoration standards – Transmission Line Failure
OP 1b	<i>Connection point</i> restoration standards - Transformer Failure
OTHER PROFORMAS	
OP 2	Power System Incidents
OP 3	Operational Statistics
OP 4	<i>Exit point</i> demand forecasts
OP 5	<i>Responsibility Statement</i>

NB: Words and phrases presented in the proformas in bold italics ***like this*** are phrases that have been carefully defined to have a specific meaning. The glossary to this Guideline provides the corresponding definitions.

CHECKLIST FOR OPERATIONAL PERFORMANCE PROFORMAS

Recurring Information Requirements

PROFORMA REFERENCE	FREQUENCY	NATURE AND SCOPE OF ANY INDEPENDENT ASSURANCE	NATURE AND REQUIRED SIGNATORY OF RESPONSIBILITY STATEMENT ²
OP 1	Annual		Chief Executive/ Director
OP 2	Quarterly		Chief Executive/ Director
OP 3	Annual		Chief Executive/ Director
OP 4	Annual		Chief Executive/ Director
OP 5	Annual		Chief Executive/ Director

² A suggested form of the Responsibility Statement is at OP 5

OPERATIONAL PERFORMANCE REPORT

TRANSMISSION AND SYSTEM CONTROL

LICENSEE

YEAR ENDING 30 JUNE 20__

Proforma OP 1a – Connection Point Restoration Standards: Transmission Line Failure

(Electricity Transmission Code – Clause 6.1.1)

Proforma OP 1b – Connection Point Restoration Standards: Transformer Failure

(Electricity Transmission Code – Clause 6.1.1)

Proforma OP 2 – Power System Incidents – incorporating the information requirements of the Technical Regulator

(Electricity Transmission Code – clause 6.1.1)

Proforma OP 3 – Operational Statistics – incorporating the information requirements of the Technical Regulator.

Reliability

Interconnector Availability* (%)	
Transmission Line Availability (%)	

* Heywood (SA/Vic) Interconnector based on 2 circuits from the SA/Vic border to Para substation

Statistical

Electricity delivered at transmission exits (MWh)	
Circuit length (km)	

Safety

General description of infrastructure (Regulation 73(3)(a)&(c))	
Lost time injuries and frequency (infrastructure related)	
Medical treatment injuries and frequency (infrastructure related)	
Contractor safety incidents involving injury	
Number of completed emergency plan exercises	

Technical

Substation Routine Task Rate	
Line Routine Task Rate	
Substation Corrective Task Rate	
Line Corrective Task Rate	
Vegetation infringements	
Emergency Cuts*	
Fire starts	
Major plant failure events	
Plant related safety events	
Electric shock reports	
Switching incident rate	

* to be defined by OTR & Licensee

Proforma OP 4 – Exit Point Demand Forecasts

	Year	201Y/YY	Year 2	Year 3
Forecast Agreed Maximum Demand all Exit points (MW) ¹				

¹ Agreed with SA Power Networks; 3-year forward demand forecasts.

	Year	201X/XX
Contracted demand (MW)		
Forecast Peak demand (MW) all Exit points		
Forecast 10%POE demand (MW) all Exit points		
Recorded Peak demand (MW) all Exit points		

ElectraNet is required to report all forecast breaches of any **exit point** reliability standard (based on FAMD) consistent with the provisions of clause 2.11 of the **Electricity Transmission Code**. This obligation is to be addressed in the annual performance report.

Where **ElectraNet** has identified any forecast breach at a particular **exit point** or with a particular **transmission line**, then **ElectraNet** is required to provide the **Commission** with a summary of the actions, taken or planned, to overcome the breach together with progress against the requirements of clause 6.3.1 of the **Electricity Transmission Code**.

The summary should include the following (where relevant);

- the planned procurement of land or easements;
- status of the planning/design process;
- status of the procurement process;
- expected commencement of construction and commissioning; and
- for large projects, details of the project's progress.

Proforma OP 5 - Responsibility Statement

In my opinion

- ▲ the information contained in the attached Regulatory Report set out on pages [x] to [y] is drawn up so as to present fairly in accordance with the requirements of the Regulatory Information Requirements ("the Guideline") issued by the Essential Services Commission of South Australia, dated [version date];
 - ▲ [the operational results of the *Licensee* for the period ended [*period end - ▲ [information concerning operational performance as required by clause 2 of the *Electricity Transmission Code* at [*period end*],]
 - ▲ Details of all identified breaches consistent with the provisions of clause 2.11 of the ETC and progress of remediation against the requirements of clause 6.3.1.
 - ▲ [information concerning plans to improve performance so as to meet the service standards set out in clause 2 of the *Electricity Transmission Code*;]
 - ▲ [statistical information to assist the *Commission* in undertaking benchmarking;]*

[delete if not applicable]

The terms and definitions used in this statement accord with the definitions set out in the Guideline referred to above.

Signed:

[Name] _____ / _____ / _____

Dated

Position

GLOSSARY OF TERMS

1. For the avoidance of doubt, terms used in this Guideline which are defined in the ***Electricity Transmission Code*** have the meaning given under that code.
2. This Guideline utilises the following definitions:

TERM	DEFINITION
AER	means the Australian Energy Regulator established under Part IIIAA of the <i>Trade Practices Act 1974 (Cth)</i> .
Agreed-upon Procedures Report	means an agreed-upon procedure engagement report, prepared in accordance with Australian Auditing Standards AUS904. The objective is for the <i>Auditor</i> to carry out procedures of an audit nature specified by the <i>Commission</i> and to report on factual findings.
Auditor	means a registered company Auditor independent of the <i>Licensee</i> . For the purposes of this guideline, an <i>Auditor</i> engaged and remunerated by <i>Directors</i> to report on <i>Regulatory Accounting Statements</i> , is also a Reporter.
Commission	means the Essential Services Commission established by the <i>Essential Services Commission Act 2002 (SA)</i> .
Connection Point	has the same meaning given to it in the schedule to the <i>Electricity Transmission Code</i> .
Conventional System Minutes Off Supply	is calculated as the amount of energy (MWh) not supplied to transmission customers divided by MW peak demand (multiplied by 60 to convert to system minutes).
Director	means a Director of a <i>Licensee</i> .
ElectraNet	means ElectraNet Pty Ltd (ACN.094 482 416).
Electricity Act	means the <i>Electricity Act 1996 (SA)</i> .
Electricity Pricing Order or EPO	means the pricing order issued by the Treasurer pursuant to section 35B of the <i>Electricity Act 1996</i> and any pricing determination made by the <i>AER</i> under the <i>National Electricity Law</i> .
Electricity Transmission Code	means the Electricity Transmission Code made by the <i>Commission</i> under the <i>ESC Act</i> .
ESC Act	means the <i>Essential Services Commission Act 2002 (SA)</i> .
Exit Point	has the same meaning given to it in the schedule to the <i>Electricity Transmission Code</i> .
Industry Codes	means any other code made by the <i>Commission</i> under section 28 of the <i>ESC Act</i> , and includes the Electricity Distribution Code, <i>Electricity Transmission Code</i> and Electricity Metering Code, as amended from time to time.
Interruptions	means a loss of electricity supply which includes a planned or

	unplanned outage that is an interruption of <i>transmission services</i> .
Licensee	means <i>ElectraNet</i> and <i>Murraylink</i> .
Material	has the meaning set out at paragraph 2.3 of this Guideline.
Murraylink	means Murraylink Transmission Company Pty Limited (ACN 089 875 605).
National Electricity Law	has the meaning given to that term in the <i>National Electricity (South Australia) Act 1996 (SA)</i> .
National Electricity Rules	has the meaning given to that term in the <i>National Electricity (South Australia) Act 1996 (SA)</i> .
Power System Incident	has the same meaning given to it in the schedule to the <i>Electricity Transmission Code</i> .
Regulatory Audit Report	means an <i>Auditor's</i> report on Regulatory Accounting Statements. A Regulatory Audit Report may include: <ul style="list-style-type: none"> ▲ an Audit Report on a Special Purpose Financial Report; or ▲ an <i>Agreed-upon Procedures Report</i>; ▲ a Review Report; ▲ a combination of a Review Report and an Agreed upon Procedures Report.
Regulatory Reporting Statements	means any regulatory reports prepared the Licensee and submitted to the Commission in accordance with this Guideline.
Responsibility Statement	means statement signed and dated by the Chief Executive Officer or <i>Director</i> of a Licensee evidencing responsibility for information provided to the Commission .
System Control Licence	means a licence to provide system control services granted under Part 3 of the <i>Electricity Act</i> .
System Control Licensee	means <i>ElectraNet</i> .
Technical Regulator	means the person holding the office of Technical Regulator under Part 2 of the <i>Electricity Act</i> .
Transmission Licence	means a licence to operate a transmission network granted under Part 3 of the <i>Electricity Act</i> .
Transmission Licensee	means <i>ElectraNet</i> .
Transmission Services	has the same meaning given to that term in the schedule to the <i>Electricity Transmission Code</i> .



The Essential Services Commission of South Australia

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