



ICRC

independent competition and regulatory commission

Utility Licence Annual Report 2014-15

Electricity transmission

TransGrid

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Instructions for completing the annual report

Completing the templates:

- 1 In most cases a response of 'yes', 'no', 'not-applicable' or a number will suffice. An explanatory statement or supplementary information (e.g. copies of policies or procedures or a link to material on the internet) may also be attached.
- 2 If the licensee response represents a marked departure from previously reported performance or from industry norms, information is to be provided on the cause(s) of the departure. Any supplementary information can be provided in the “Comments” column, or in an attachment.
- 3 All responses provided should relate to services provided in the ACT. Where this is not possible, the licensee should advise to which jurisdictions the information relates.
- 4 If the licensee is not able to provide the data or answer required in this template, the licensee should indicate 'not available' and provide supplementary information detailing whether and when it intends to collect this data (or to answer the question). Where data is not available the licensee should provide any other data it has that could serve essentially the same purpose as the data requested (i.e. data that could equally indicate the level of licensee compliance and identify possible causes of non-compliance).
- 5 Please clearly indicate where material provided is confidential and not for general public release.
- 6 Details are to be provided for the 2014-15 financial year only (note point 7 below).
- 7 **Note for 2014-15:** As the licence of the licensee came into effect on 24 February 2015, the licensee is only required to report on the period 24 February 2015 to 30 June 2015. However, also noting that it may be convenient for the licensee to report on the whole reporting year (1 July 2014 to 30 June 2015), the licensee may do so, however should indicate clearly (e.g. 'for the full FY...') when a statement or figure/s relates to the whole reporting year.



Tip : Press Alt-Enter to start a new line in a cell.

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About the annual report

Under section 25(2)(d) of the *Utilities Act 2000* (Utilities Act), utilities are required to report to the Independent Competition and Regulatory Commission (Commission) annually on the exercise of their functions under the statute and their compliance with licence conditions. Reports are on a financial year basis and must be submitted to the Commission within three months of the end of that year (i.e. by 1 October). The reported information forms the basis for the Commission's monitoring report for licensed utility service providers. A summary of the monitoring report is published each year in the Commission's annual report.

This template questionnaire sets out requirements of the Commission in relation to the annual report under subsection 25(2)(d) of the Utilities Act that licensed utilities must provide to the Commission.

Section 1: Exercise of functions under the Utilities Act 2000. This section sets out questions in relation to functions that the utility may or must perform under the Utilities Act.

Section 2: Utility licence conditions. This section sets out questions in relation to specific requirements in the utilities licence.

Section 3: Authorising and Contact Officers. This section requires details of both officers with the authorising officer to sign.



1.1 Exercise of functions under the Utilities Act 2000

Performance of networks

Reporting requirement	Response	Comment
Performance of network operations (Division 7.3)		
In 2014-15, how many times did the licensee enter landholders' property to undertake network operations?	21	
Damage etc to be minimised (Section 108)		
What strategies does the licensee have in place to minimise inconvenience, detriment and damage to landholders' property resulting from network operations?	Transgrid staff always contact property owners before scheduled work to minimise inconvenience to the land holder. A Minor Environmental Impact Assessment (EIA) is carried out for all works. Strict environmental controls are followed as per the EIA.	
In 2014-15, did the licensee receive complaints about any inconvenience, detriment or damage to landholders' property resulting from network operations?	No.	
If so, how many complaints did the licensee receive about any inconvenience, detriment or damage to landholders' property resulting from network operations?	N/A.	

Provision of notice to land-holders to undertake network operations (Sections 109)

In 2014-15, before the utility began network operations in relation to public land or private land, did the licensee fail in any instances to give the landholder seven days notice of the proposed operations?

No. The Minor EIA requires evidence of three attempts to contact the landholder. This will mean that TransGrid staff always try to contact the property owner before any major work on their property such as vegetation or line maintenance.

If so, how many times did the licensee fail to give notice?	N/A.
Did the licensee carry out any operations in urgent circumstances under section 109(5)?	No.
If so, provide details and numbers of the incidents.	N/A.

Notice about lopping trees etc on private land (Section 110)

In 2014-15, before the utility began network operations that involved activities as set out in sections 110(1)(a) to (c) (tree related activities), did the licensee fail to give at least seven days notice before operations began?

No. The Minor EIA process ensures all landholders are contacted.

If so, how many times did the licensee fail to give notice?	N/A.
Did the licensee carry out any tree related activities in urgent circumstances under section 110(8)?	No.
If so, provide details and numbers of the incidents.	N/A.

Network operations affecting heritage significance (Section 110A)

In 2014-15, did the licensee conduct any network operations under notices given under sections 109 and 110 that may have affected a place or object registered, or nominated for provisional registration, under the Heritage Act 2004?

No.

Assessment based on the heritage details in the TransGrid's Geographical Information System

If so, how many times did the licensee give a copy of the notice to the heritage council?	N/A.
Did the licensee give a copy of the notice at least seven days before operations began to the heritage council each time?	N/A.

If not, provide details as to why not for each time.	N/A.
Did the licensee carry out any network operations in urgent circumstances that may have affected a place or object registered, or nominated for provisional registration, where section 110A(2) was relied on to carry out the operations?	N/A.
If so, provide details and numbers of the incidents.	N/A.

Notice to other utilities (Section 111)

In 2014-15 did the licensee receive complaints for failing to give seven days notice to other utilities before performing network operations on their land that potentially affected network facilities under the care and management of those utilities?	No.
If so, how many complaints did the licensee receive?	N/A.
Did the licensee carry out any network operations in urgent circumstances under section 111(6)?	No.
If so, provide details and numbers of the incidents.	N/A.

Removal of utility's property and waste (Section 112)

What strategies does the licensee have in place that assists it in fulfilling its obligations under section 112.	All TransGrid's property and waste material is removed from site, unless requested by the property owner, in accordance with the EIA and TransGrid's Environmental Rules.
In 2014-15 did the licensee undertake any activities as network operations on land for which it was not the land-holder where it did not, as soon as practicable remove from the land the items listed in section 112(1)?	No.
If so, provide details.	N/A.
In 2014-15 did the licensee receive complaints for failing to remove as soon as practicable from the land any items listed in section 112(1).	No.
If so, how many complaints did the licensee receive?	N/A.

Land to be restored (Section 113)

What strategies does the licensee have in place that assists it in fulfilling its obligations under section 113.

Any damage to the land, site and access tracks are repaired to the property owner's requirement, in accordance with the EIA and Environmental Rules.

In 2014-15 did the licensee receive complaints for failing to ensure, as soon as practicable, that the land was restored to a condition that was similar to its condition before the operations began.

No.

If so, how many complaints did the licensee receive?

Nil.

¹ For the purposes of s111 of the Utilities Act, utilities are those licensed under the Utilities Act, carriers or network operators under the *Telecommunications Act 1997* (Cth), and the person or authority responsible for stormwater network or streetlight operations.



1.2 Exercise of functions under the Utilities Act 2000

General Functions

Reporting requirement	Response	Comment
<p>Authorised persons (Division 7.4)</p> <p>Were all persons authorised under section 114 (Authorised Persons) issued with photographic identity cards in 2014-15?</p>	Yes.	
<p>Are Authorised Persons made aware of their obligations and entry restrictions under the Utilities Act?</p>	<p>Entry procedures for TransGrid staff (Authorised Persons) are generally consistent with the restrictions under the Utilities Act. For example, Authorised Persons are required to keep their photographic identity card with them when on work duty. While TransGrid is not currently aware of any breaches with respect Division 7.4 of the Utilities Act, TransGrid has not specifically put in place measure to confirm awareness of Authorised Persons with respect to their obligations and entry restrictions under the Utilities Act is required. This is an area for review over the next 12 months.</p>	
<p>How are Authorised Persons made aware of their obligations and entry restrictions under the Utilities Act? Please provide a brief outline of any induction or special training, including whether the training is provided on a regular or ad hoc basis.</p>	<p>TransGrid is currently considering how best to incorporate the required communication mechanisms into its course of business.</p>	



2.1 Utility licence conditions

General Conditions

Reporting requirement	Response	Comment
Licensee to notify ICRC of any material breaches (Clause 7.2)		
Were there any material breaches of the licensee's licence or any applicable law, code of practice, directions and guidelines in 2014-15?	No	
If yes, was the ICRC notified of the breaches?	N/A.	
Licensee to provide statement on any non-compliance (Clause 7.3)		
Did the licensee provide to the ICRC any statements of non-compliance with its obligations under clause 6.2 of its licence to comply with the Utilities Act, industry codes, technical codes, directions from the ICRC or the Technical Regulator or any applicable ring-fencing requirements?	No	
If yes, provide details or a cross reference to where these matters are discussed elsewhere in this report.	N/A	
Availability of Utility Licence Annual Report (Clause 7.5)		
Was a summary of the Utility Licence Annual Report for 2013-14 made publicly available? ¹	N/A for 2014-15 ULAR	Note from the Commission: The Commission recognises this licence conditions is not applicable as this is the first year of TransGrid reporting. However, we have put this question in the template to indicate the question that will be provided for 2015-16 and also to note that a summary of this 2014-15 ULAR must be made publicly available (e.g. on TransGrid's website).
Please provide a link to your website or attach the publicly available summary.	N/A for 2014/15 ULAR	

Operation and compliance audits (Clause 7.6)

Provide details of how the licensee has, from time to time, undertaken audits of the services and operations authorised under its licence and of its compliance with its obligations under the licence and any law, code of practice, direction and guideline that it is to comply with under clause 6.2.

TransGrid's compliance audits are primarily based around its key management systems (Health and Safety, Environment, Asset Management and Quality) . In addition a Corporate Risk and Audit function carries out assurance reviews on behalf of the Asset Owner. The combination of these is expected to provide satisfactory coverage of its operations in the ACT. TransGrid is currently in the process of assessing whether additional compliance work with respect to its ACT licence-holder requirements is required. If so this will be integrated into the management systems and audit program.

Technical and prudential criteria (Clause 8)

The licensee must, throughout the term of its licence, continue to satisfy the same technical and prudential criteria that it was required to meet as a condition of being granted the licence. Please provide a summary of details of the licensee's financial and technical capacity for 2014-15 which show it can continue to provide the services authorised in the licence.²

TransGrid has continued to maintain the technical and prudential criteria that it met when granted the licence in February 2015. Please find attached documents which have been updated since our licence application (TransGrid Annual Planning Report 2015, TransGrid Corporate Plan 2015-2016).

Charge and Assignment (Clause 10)

Were there any significant transfers in shareholdings (involving more than 50% of the shares) or changes in ownership in 2014-15?

No

If so, please provide details.

N/A.

¹ This clause refers to a summary of the Utility Licence Annual Report (ULAR), not the licensee's general Annual Report. Whilst a summary is required, the licensee may also make the entire ULAR publically available as a way of fulfilling the requirement.

² A copy of the Commission's technical and prudential criteria (Guideline) is available at <http://www.icrc.act.gov.au/utilities-licensing/licence-applications-surrenders-variations-and-revocations/>



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2.2 Utility licence conditions

Additional licence conditions (schedule 1)

Reporting requirement	Response	Comment
<p>Additional Utility Service Licence Conditions (Schedule 1) Please provide a summary (or link to documents) of the licensee's adherence to, or implementation of, this schedule.</p>	<p>TransGrid are currently scoping the total works, inclusive of cost estimate. Concurrently, a Memorandum of Understanding (with the ACT Government) and a Joint Planning Report (ActewAGL), outlining the roles, responsibilities, and commitments from each of the above parties, are being negotiated. The total works remain scheduled to achieve the 2020 due date.</p>	



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3.1 Officer details and authorisation

Note: The authorising officer may use an electronic signature.

Authorising officer

The licensee's officer authorising the release of this information for electricity transmission is:

Name: Gerard Reiter

Signature: *Gerard Reiter*

Title/position in organisation: Executive General Manager / Asset Management

Contact officer:

The licensee's primary contact officer for regulatory and compliance issues for electricity transmission is:

Name: Andrew McAlpine

Title/position in organisation: Asset Performance and Systems Manager

Postal address: 200 Old Wallgrove Road

Telephone: (02) 9620 0478

Email: andrew.mcalpine@transgrid.com.au