

Essential Energy GIPA annual report

Agency Name	Essential Energy
Principal Department (if applicable)	Resources and Energy
Reporting Period	1 July 2014 – 30 June 2015

Appendix 1 – Obligations under the GIPA Act

1. Review of proactive release program – Clause 7(a)

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Our agency's program for the proactive release of information involves regularly maintaining and updating two websites – essentialenergy.com.au and essentialwater.com.au – with information of interest to members of the public, including media releases and the use of social media.

During the reporting period, we reviewed this program by:

- enhancing the supply interruption information on Essential Energy website to show current interruption information (planned and unplanned) on a map based display that is optimised for tablets and smartphones;
- continued expansion of information disseminated via social media. In storm situations earlier this year we were proactively posting restoration information, and providing regular updates on the work that was being done in each area, as well as posting relevant safety information as events unfolded. The main channels utilised were Twitter and Facebook; and
- utilisation of our YouTube channel to post safety videos relating to Cotton Harvest Safety, Transporting High Loads Near Powerlines, and a video about the three distribution network businesses. - www.youtube.com/essentialenergytv

As a result of this review, we released the following information proactively:

Table 1: General documents and publications made publicly available during the reporting year

Document / Publication	Where Available	Release or Publication Date
Annual Report for year ending 30 June 2014	Essential Energy website	25/11/2014
Health, Safety and Environmental Policy	Essential Energy website	13/02/2013
Code of Conduct	Essential Energy website	20/05/2013
Statement of Business Ethics	Essential Energy Website	6/11/2013
Statement of Corporate Intent	Essential Energy Website	29/01/2015
Customer Commitment Statement	Essential Energy Website	17/06/2015
Information regarding planned outages	Essential Energy website	Live*
Information regarding unplanned outages	Essential Energy website	Live*
Government Contracts Register	Essential Energy website	Monthly
Property Contracts Register	Essential Energy website	Monthly
Summary of customer rights, entitlements and obligations (NECF)	Essential Energy website	1/07/2013
Guaranteed Service Level Scheme (NECF)	Essential Energy website	1/07/2013
Complaints and Dispute Resolution Procedure (NECF)	Essential Energy website	1/07/2013

Document / Publication	Where Available	Release or Publication Date
Connecting to the Network (NECF)	Essential Energy website	1/07/2013
Connection offers and contracts	Essential Energy website	1/07/2013

*Updated every 10 minutes

Table 2: Documents and publications relating to contestable works made publicly available during the reporting year

Document / Publication	Where Available	Release or Publication Date
CEOP2411 - Distribution: LV Circuit Breaker Settings	Essential Energy website	07/10/2014
CEOM8014.40 – Metering Services: Net Plus Gross Metering Arrangements	Essential Energy website	07/06/2013
CEOS8027 - Network Metering Standard	Essential Energy website	24/06/2014
CEOF6496 – Creation of easements: For services (installed by level 2 accredited service providers)	Essential Energy website	12/04/2013
CEOM8014.50 – EM5100 Polyphase Electronic Meter: Installation and Use	Essential Energy website	04/03/2013
CEOP8046 – Easement Requirements	Essential Energy website	12/04/2013
CEOF9091 – Advice for Suitability of Easement Documentation	Essential Energy website	06/03/2014
CEOF9097A – Terms of Easement OH	Essential Energy website	18/08/2011
CEOF9097B – Terms of Easement UG	Essential Energy website	18/08/2011
CEOF9097C – Terms of Easement multi-purpose	Essential Energy website	18/08/2011
CEOF6274A – Requirements for the Connection of Electricity Supply Prior to Easement Registration	Essential Energy website	30/10/2013
CEOF6274B – Creation of Easement: Customer Deed	Essential Energy website	30/10/2013
CEOF6274C – Creation of Easement: Landowner Deed	Essential Energy website	30/10/2013
CEOF9090 – Solicitor’s Advice That Easement Has Been Created	Essential Energy website	30/10/2013
CEOP8082 – SCADA & DSA Philosophy	Essential Energy website	29/01/2013
CEOP8084 – Design Guidelines for SCADA and Distribution System Automation	Essential Energy website	12/08/2013
CEOP2047 - Authority for Placing Major Electrical/Plant Equipment into Service	Essential Energy website	21/03/12
ESS304 - Safe Work Training Flyer	Essential Energy website	26/09/14
Generic HV Design Requirements - HV Requirements	Essential Energy website	01/10/13
Essential Energy Review of Environmental Factors Guideline	Essential Energy website	01/09/11
Testing and commissioning procedure subtransmission cable	Essential Energy website	01/10/11
Testing and commissioning procedure subtransmission overhead lines	Essential Energy website	01/12/11

Table 3: Documents and publications relating to Approved Accredited Service Providers made publicly available during the reporting year

Document / Publication	Where Available	Release or Publication Date
CEOS8027 – Network Metering Standard	Essential Energy website	24/06/2014
CEOM8014.35 – Single-phase accumulation meter: EM500	Essential Energy website	20/06/2014
CEOM8014.36 – Three-phase accumulation meter: EM3030	Essential Energy website	20/06/2014
CERM2066 – Entry requirements to Essential Energy electrical stations	Essential Energy website	11/4/2014
CEOP2065 – Network Operations: Authorisation	Essential Energy website	21/10/2013
CEOP2072 – Network Support: Two Lot Subdivisions	Essential Energy website	12/08/2013
CEOF4601.05 – Fibre optic Cable Aerial Stringing: Completion Notice	Essential Energy website	6/08/2013
CEOM7150 – Attachment of Fibre optic Cable (FOC) to Essential Energy’s network by External Telecommunications Carriers: Design and Construction Requirements	Essential Energy website	08/02/2013
ASP Training –	Essential Energy website	
Annual refresher training information		23/01/2015
ASP 201 schedule dates		23/01/2015
RTO enrolment form		04/12/2014
WNP course information		17/04/2014
WNP schedule dates		08/01/2015
WNP enrolment form		17/04/2015
CEOP8008 – Vegetation Management Plan	Essential Energy website	24/06/2014
CEOP8008a – Essential Energy Vegetation Management Plan Purpose Statement	Essential Energy website	02/12/2013
CECM1000.10j – Pesticide Notification Plan	Essential Energy website	12/05/2014
List of Authorised Vegetation Management Contractors	Essential Energy website	19/09/2012
CEOP8079 – Connection Process: For Negotiated High Voltage retail Customer Connections and Embedded Generators >30kW	Essential Energy website	10/04/2015
Preliminary Connection Enquiry Form	Essential Energy website	27/02/2015
Connection Application Fee Matrix	Essential Energy website	24/09/2014
Sample EG Connection Agreement - HV	Essential Energy website	28/11/2013
Sample EG Connection Agreement - LV	Essential Energy website	27/02/2015
Sample Protection Schematic for an Embedded Generator connected to Essential Energy’s network	Essential Energy website	30/04/2015
Sample Connection Investigation Services Agreement	Essential Energy website	26/09/2014
Sample Land Access Investigation Agreement	Essential Energy website	26/09/2014

Document / Publication	Where Available	Release or Publication Date
Sample Operating Protocol	Essential Energy website	22/01/2014
CEOP4005 – Underground Cable Testing	Essential Energy website	30/06/2011
CEOM7114.01 – HV Customer Overhead Connection Arrangement	Essential Energy website	28/07/2014
CEOM7114.02 – HV Customer Underground Connection Arrangement	Essential Energy website	28/07/2014
CEOM7114.03 – HV Customer General Connection Arrangement – non-dedicated feeder	Essential Energy website	28/07/2014
CEOM7621.01 – Technology Guideline	Essential Energy website	17/04/2012
CEOP8012 – Cogeneration Protection Guidelines	Essential Energy website	11/11/2011
CEOP2238 - High Voltage: Customer Operational Training Requirements	Essential Energy website	24/06/2011
CEOP8002 – High Voltage Protection Guidelines	Essential Energy website	01/04/2012
CEOP8019 – Capital Contributions	Essential Energy website	01/07/2013
CEOP8032 – Transmissions and Zone Substations: Design Guidelines	Essential Energy website	13/02/2013
CEOP2374 - Radio Site Management: Co-user Terms	Essential Energy website	15/04/2011
CEOF6581 – Essential Energy Radio Site Access	Essential Energy website	07/07/2011

Table 4: Documents and publications relating to electricity network pricing and information made publicly available during the reporting year

Document / Publication	Where Available	Release or Publication Date
Network Price List and Explanatory Notes 2014/2015	Essential Energy website	01/07/2014
Network Price List and Explanatory Notes 2015/2016	Essential Energy website	01/07/2015
Annual Network Prices Report 2014/2015	Essential Energy website	01/07/2015
Annual Network Prices Report 2015/2016	Essential Energy website	01/07/2015
Price schedule for Miscellaneous, Emergency recoverable Works and Monopoly Fees 1 July 2014	Essential Energy website	01/07/2014
Distribution Annual planning Report 2014	Essential Energy website	01/05/2015
Deemed Standard Connection Contract for Large Customers – High Voltage	Essential Energy website	02/09/2013
AER Approved Deemed Standard Connection Contract for Large Low Voltage Customers with Large Embedded Generation	Essential Energy website	02/09/2013
AER Approved Deemed Standard Connection Contract for Large Customers – High Voltage	Essential Energy website	02/09/2013
Streetlighting Price Schedule 2014/2015	Essential Energy website	01/07/2014
Customer Guide – Requests for alternate power supply	Essential Energy website	01/08/2013
Network Performance Report 2010-2011	Essential Energy website	30/11/2011

Document / Publication	Where Available	Release or Publication Date
Network Performance Report 2011-2012	Essential Energy website	21/12/2012
Network Performance Report 2012-2013	Essential Energy website	18/12/2013
Network Performance Report 2013-2014	Essential Energy website	19/12/2014
Distribution Loss Factors – Methodology	Essential Energy website	11/03/2014
This document sets out Essential Energy’s methodology for calculating DLFs, in accordance with the principles and requirements set out in clause 3.6.3 of the National Electricity Rules.		
CEOP8004 – Network Management Plan Chapter 2: Customer Installation Plan	Essential Energy website	23/09/2013
CEOP8005 – Network Management Plan Chapter 3: Public Electrical Safety Awareness Plan	Essential Energy website	24/10/2013
CEOP8022 – Network Management Plan Chapter 4: Bushfire Risk Management Plan	Essential Energy website	19/02/2015
CEOP8037 – Essential Energy Equipment: Painting or installation of private attachments	Essential Energy website	28/07/2014
CEOF6595 – Essential Energy Equipment: Agreement & application to paint or install private attachments	Essential Energy website	08/03/2011
Essential Energy’s Regulatory Proposal 2014-19	Essential Energy website	31/05/2014
AER Revised Proposal attachments	Essential Energy website	20/01/2015
Cost Allocation Method	Essential Energy website	01/02/2012
Price Schedule for Ancillary Network Services 1 July 2015	Essential Energy website	01/07/2015
Price Schedule for Metering Services	Essential Energy website	01/07/2015
CEOP1023 – Public Lighting Management Plan	Essential Energy website	03/03/2011
CEOF9008 – Public Lighting Service Level Agreement	Essential Energy website	31/05/2011
Public Lighting Price List 2015/2016	Essential Energy website	01/07/2015
Tariff Change Request Form	Essential Energy website	14/07/2015
Use of poles carrier access agreement	Essential Energy website	01/03/2011
Agreement in relation to Connection Investigation	Essential Energy website	01/03/2011
Process requirements for installing Special Small Unmetered Services (SSUMS)	Essential Energy website	27/05/2015
CEOM8014.138 – Metering Services: Installing Current Transformer Metering	Essential Energy website	10/03/2011
CEOF2016 – Request for CT Metering by Essential Energy	Essential Energy website	13/04/2011
Instructions for Completing CEOF2016	Essential Energy website	13/04/2011
CEOP8026 – Electricity Supply Standard	Essential Energy website	04/07/2011
Fact Sheet – Pioneer Scheme	Essential Energy website	01/07/2014

Document / Publication	Where Available	Release or Publication Date
CEOP8020 – Pioneer Scheme	Essential Energy website	01/07/2014
High Voltage Electricity Network Pricing and Information	Essential Energy website	01/07/2014
CEOP2513.08 – Essential Energy Negotiation Framework	Essential Energy website	30/06/2014
CERM2513.46 – Negotiating Framework Negotiated Distribution Services	Essential Energy website	01/07/2015

Table 5: Network Investment Consultation Reports

Document / Publication	Where Available	Release or Publication Date
Final report - Augmentation of Electricity Supply to the Quirindi area of NSW	Essential Energy website	20/08/13

Table 6: Documents and publications relating to water network pricing and information made publicly available during the reporting year

Document / Publication	Where Available	Release or Publication Date
Schedule of Water & Sewerage Charges	Essential Water website	01/07/2014
Essential Water - Tariff Card	Essential Water website	01/07/2013
Water Rebates for Pensioners	Essential Water website	29/02/2012
Broken Hill Drinking Water Quality Report 1 July 2013 to 30 September 2013	Essential Water website	22/10/2013
Waste Water Treatment Plant Monitoring Data - South Waste Water Treatment Plant	Essential Water website	21/04/2015
- April 2015		16/02/2015
- January 2015		08/12/2014
- November 2014		14/05/2014
- April 2014		
Waste Water Treatment Plant Monitoring Data - Wills Street Waste Water Treatment Plant - Monthly	Essential Water website	Monthly following data collection
Trade Waste Disposal	Essential Energy website	29/02/2012

2. Number of access applications received – Clause 7(b)

During the reporting period, our agency received a total of ten (10) formal access applications (including withdrawn applications but not invalid applications).

3. Number of refused applications for Schedule 1 information – Clause 7(c)

During the reporting period, our agency refused a total of zero (0) access applications either wholly or in part because the information requested was information referred to in Schedule 1 to the GIPA Act. Of those applications, zero (0) were refused in full, and zero (0) were refused in part.

Statistical information about access applications – Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	2	0	0	0	0	0	0	0
Private sector business	0	1	1	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	1
Members of the public (application by legal representative)	1	0	0	1	0	0	0	1
Members of the public (other)	0	1	0	0	0	0	0	0

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	1	0	0	0	0	0	0
Access applications (other than personal information applications)	3	1	1	1	0	0	0	2
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

PLEASE NOTE: The total number of decisions in Table B should be the same as Table A.

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	2
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	2
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	7
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	7

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	1	0	1
Internal review following recommendation under section 93 of Act	0	1	1
Review by ADT	0	0	0
Total	1	1	2

**The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.*

Table H: Applications for review under Part 5 of the Act (by type of applicant)	
	Number of applications for review
Applications by access applicants	1
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	1