

ELECTRICITY INDUSTRY PARTICIPATION CODE
DISTRIBUTED UNMETERED LOAD AUDIT REPORT

VERITEK

For

WAIMATE DISTRICT COUNCIL AND
GENESIS ENERGY LIMITED

Prepared by: Rebecca Elliot

Date audit commenced: 3 March 2021

Date audit report completed: 30 March 2021

Audit report due date: 31-Mar-21

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EXECUTIVE SUMMARY

This audit of the Waimate District Council (**WDC**) DUML database and processes was conducted at the request of Genesis Energy Limited (**Genesis**), in accordance with clause 15.37B. The purpose of this audit is to verify that the volume information is being calculated accurately, and that profiles have been correctly applied.

The audit was conducted in accordance with the audit guidelines for DUML audits version 1.1.

The database is remotely hosted by RAMM Software Ltd. The field work and asset data capture are conducted by NetCon. WDC manage the database and produce the wattage report for Genesis, and this is used to update the registry daily kWh field, which is used for submission purposes.

The field audit found no errors in the field indicating that the database is within the accuracy thresholds.

The audit found four non-compliances and makes no recommendations. The future risk rating of six indicates that the next audit be completed in 18 months. I have considered this in conjunction with Genesis' responses and I agree with this recommendation.

The matters raised are detailed below:

AUDIT SUMMARY

NON-COMPLIANCES

Subject	Section	Clause	Non-Compliance	Controls	Audit Risk Rating	Breach Risk Rating	Remedial Action
Deriving submission information	2.1	11(1) of Schedule 15.3	<p>Estimated over submission of 886 kWh p.a. due to use of the registry daily kWh field instead of the database total kW.</p> <p>Incorrect SST profile for ICP 000000002AL627.</p> <p>Festive lighting is connected but the volume is not recorded in the database.</p> <p>The use of the registry figures for reconciliation does not track changes at a daily basis.</p>	Moderate	Low	2	
Description and capacity of load	2.4	11(2)(c) and (d) of Schedule 15.3	Eight items of load do not have Lamp make and model, Gear model or Lamp and Gear Wattage recorded in the database.	Strong	Low	1	
Database accuracy	3.1	15.2 and 15.37B(b)	Eight items of load do not have Lamp make and model, Gear model or Lamp and Gear Wattage recorded in the database	Strong	Low	1	

Subject	Section	Clause	Non-Compliance	Controls	Audit Risk Rating	Breach Risk Rating	Remedial Action
Volume information accuracy	3.2	15.2 and 15.37B(c)	<p>Estimated over submission of 886 kWh p.a. due to use of the registry daily kWh field instead of the database total kW.</p> <p>Incorrect SST profile for ICP 000000002AL627.</p> <p>Festive lighting is connected but the volume is not recorded in the database.</p> <p>The use of the registry figures for reconciliation does not track changes at a daily basis.</p>	Moderate	Low	2	
Future Risk Rating						6	

Future risk rating	0	1-4	5-8	9-15	16-18	19+
Indicative audit frequency	36 months	24 months	18 months	12 months	6 months	3 months

RECOMMENDATIONS

Subject	Section	Clause	Recommendation

ISSUES

Subject	Section	Description	Issue
		Nil	

1. ADMINISTRATIVE

1.1. Exemptions from Obligations to Comply with Code

Code reference

Section 11 of Electricity Industry Act 2010.

Code related audit information

Section 11 of the Electricity Industry Act provides for the Electricity Authority to exempt any participant from compliance with all or any of the clauses.

Audit observation

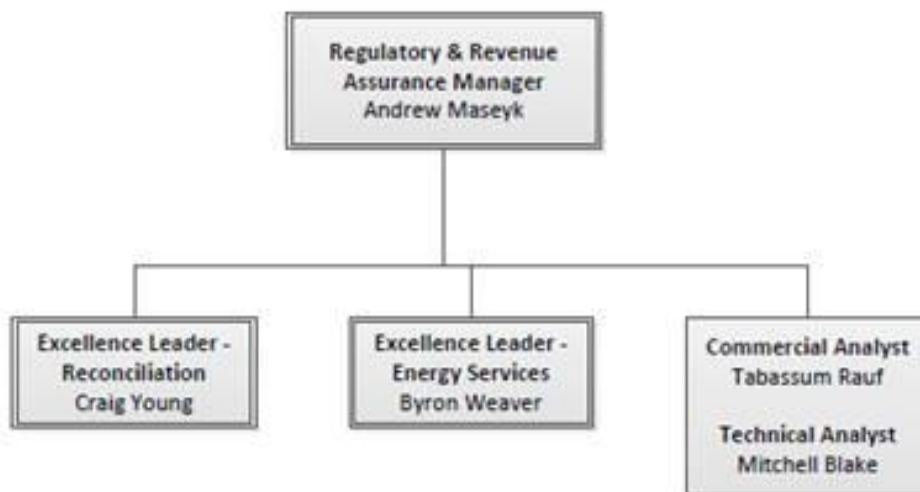
Section 11 of the Electricity Industry Act provides for the Electricity Authority to exempt any participant from compliance with all or any of the clauses.

Audit commentary

There are no exemptions in place relevant to the scope of this audit.

1.2. Structure of Organisation

Genesis provided a copy of their organisational structure:



1.3. Persons involved in this audit

Auditor:

Name	Title	
Rebecca Elliot	Auditor	Veritek Ltd
Claire Stanley	Supporting Auditor	Veritek Ltd

Other personnel assisting in this audit were:

Name	Title	Company
Craig Young	Reconciliation Team	Genesis Energy
Julia Jones	Technical Specialist – Reconciliations Compliance	Genesis Energy
Shelley Wilson	Roading Assistant	Waimate District Council

1.4. Hardware and Software

The kW value for this DUMML load is calculated using the registry kW figure.

WDDC have a SQL database used for the management of DUMML by the council and this is remotely hosted by RAMM Software Ltd. The database is commonly known as “RAMM” which stands for “Roading Asset and Maintenance Management”.

WDC confirmed that the database back-up is in accordance with standard industry procedures. Access to the database is secure by way of password protection.

1.5. Breaches or Breach Allegations

There are no breach allegations relevant to the scope of this audit.

1.6. ICP Data

The following ICPs are relevant to the scope of this audit:

ICP Number	Description	NSP	Profile	Number of items of load	Total Database wattage (watts)
0000000002AL627	Streetlighting	STU0111	SST	611	68,440
0000175690WT219	BNS 1 Old Slip Road	WTK0111	RPS	3	249
TOTAL				614	68,689

1.7. Authorisation Received

All information was provided directly by Genesis and WDC.

1.8. Scope of Audit

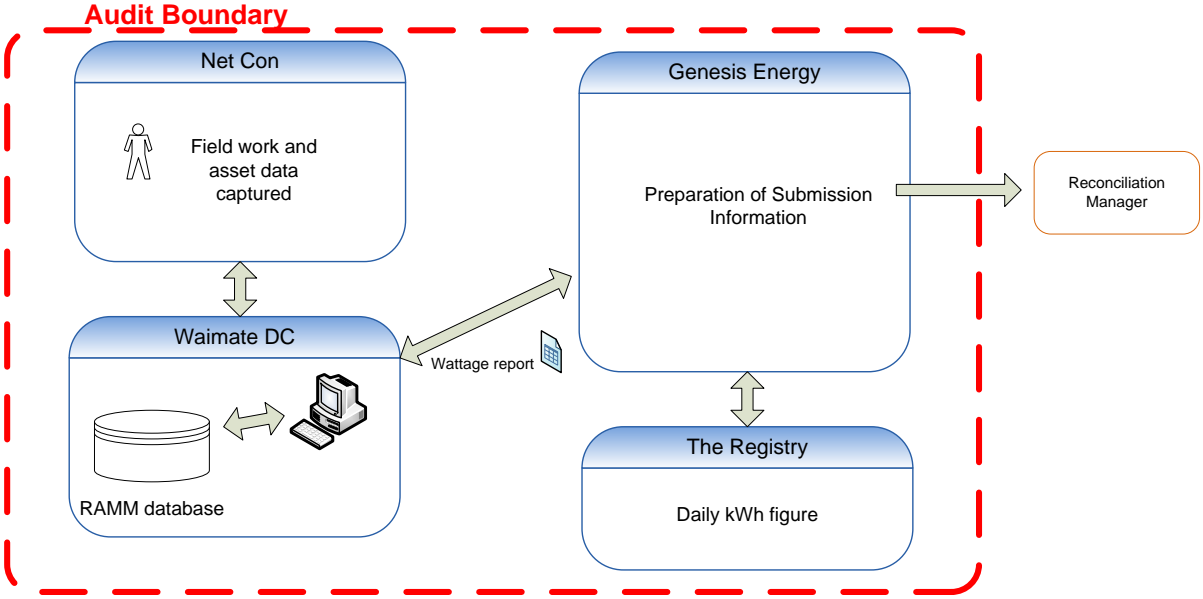
This audit of the WDC DUMML database and processes was conducted at the request of Genesis, in accordance with clause 15.37B. The purpose of this audit is to verify that the volume information is being calculated accurately, and that profiles have been correctly applied.

The audit was conducted in accordance with the audit guidelines for DUMML audits version 1.1.

The distributor for the majority of the Waimate region is Alpine Energy with a very small number of items recorded on Network Waitaki. The field work is undertaken by NetCon.

WDC manage their streetlight data in RAMM. Genesis uses the RAMM output to update the registry daily kWh figure.

The scope of the audit encompasses the collection, security and accuracy of the data, including the preparation of submission information based on the database reporting. The diagram below shows the audit boundary for clarity.



The audit was conducted in accordance with the audit guidelines for DUML audits version 1.1.

The field audit was undertaken of a statistical sample of 101 items of load on 24th and 25th March 2021.

1.9. Summary of previous audit

The last audit was undertaken by Steve Woods of Veritek Limited in September 2019. The results are shown below.

Table of Non-Compliance

Subject	Section	Clause	Non-Compliance	Status
Deriving submission information	2.1	11(1) of Schedule 15.3	<p>Estimated over submission of 1,542 kWh p.a. due to use of the registry daily kWh field instead of the database total kW.</p> <p>The field audit results indicate the total annual consumption is estimated to be 3,400 kWh higher than the DUML database indicates.</p> <p>4 incorrect ballasts.</p> <p>The monthly database extract provided does not track changes at a daily basis and is provided as a snapshot.</p> <p>Festive lighting is connected but the volume is not recorded</p>	<p>Still existing</p> <p>Cleared</p> <p>Cleared</p> <p>Still existing</p> <p>Still existing</p>
Description and capacity of load	2.4	11(2)(c) and (d) of Schedule 15.3	1 additional light in the field not recorded in the database.	Cleared
Database accuracy	3.1	15.2 and 15.37B(b)	<p>In absolute terms, total annual consumption is estimated to be 3,400 kWh higher than the DUML database indicates.</p> <p>4 incorrect ballasts.</p> <p>The monthly database extract provided does not track changes at a daily basis and is provided as a snapshot.</p> <p>Festive lighting is connected but the volume is not recorded.</p>	Still existing
Volume information accuracy	3.2	15.2 and 15.37B(c)	<p>Estimated over submission of 1,542 kWh p.a. due to use of the registry daily kWh field instead of the database total kW.</p> <p>The field audit results indicate the total annual consumption is estimated to be 3,400 kWh higher than the DUML database indicates.</p> <p>4 incorrect ballasts.</p> <p>The monthly database extract provided does not track changes at a daily basis and is provided as a snapshot.</p> <p>Festive lighting is connected but the volume is not recorded.</p>	<p>Still existing</p> <p>Cleared</p> <p>Cleared</p> <p>Still existing</p> <p>Still existing</p>

1.10. Distributed unmetered load audits (Clause 16A.26 and 17.295F)

Code reference

Clause 16A.26 and 17.295F

Code related audit information

Retailers must ensure that DUML database audits are completed:

- 1. by 1 June 2018 (for DUML that existed prior to 1 June 2017)*
- 2. within three months of submission to the reconciliation manager (for new DUML)*
- 3. within the timeframe specified by the Authority for DUML that has been audited since 1 June 2017.*

Audit observation

Genesis have requested Veritek to undertake this streetlight audit.

Audit commentary

This audit report confirms that the requirement to conduct an audit has been met for this database within the required timeframe. Compliance is confirmed.

2. DUML DATABASE REQUIREMENTS

2.1. Deriving submission information (Clause 11(1) of Schedule 15.3)

Code reference

Clause 11(1) of Schedule 15.3

Code related audit information

The retailer must ensure the:

- DUML database is up to date
- methodology for deriving submission information complies with Schedule 15.5.

Audit observation

The process for calculation of consumption was examined and the application of profiles was checked. The database was checked for accuracy.

Audit commentary

Genesis reconciles this DUML load using the SST and RPS profiles. The daily unmetered kW value on the registry is used for submission and it is similar to the database kW value. The table below shows the minor difference.

ICPs	Calculated kWh value from database	Calculated kWh value from Registry	Difference – over submission	Estimated kWh annual over submission
000000002AL627	22305	22343	37.03	444.42
0000175690WT219	80.18	116.89	36.82	441.86
Total estimated annualised over submission				886.28

The registry has 3 x 110 HPS streetlights recorded for ICP 0000175690WT219, according to the database it should be 3 x 70W HPS streetlights. This will account for some of the wattage differences.

Genesis bill and submit based on the information on the registry and use the average burn hours for the whole year. The estimated minor over submission of 886.28 kWh per annum is recorded as non-compliance below and in **section 3.2**.

The registry has the profile of SST recorded for ICP 000000002AL627. A data logger is required to accurately calculate the hours where the profile of SST is being used. The registry information is being used to calculate submission. This is recorded as non-compliance below and in **section 3.2**.

The field audit found no errors in the field indicating that is within the accuracy thresholds. This is discussed in **section 3.1**.

Festive lights are managed by the Information Centre. A contractor from Oamaru is used to install and then remove the lights. WDC have some details recorded in RAMM for the festive lights and capture relevant notes so that they are identifiable. The lamp details such as make, model, and wattage are not captured in RAMM, WDC have advised they will update this information. Genesis is advised of the additional load when the festive lights are used. I was unable to determine the items of load associated with this festive lighting, but it is small.

Submission is based on the registry figures and this does not consider historic adjustments. This is recorded as non-compliance below.

Audit outcome

Non-compliant

Non-compliance	Description		
Audit Ref: 2.1 With: Clause 11(1) of Schedule 15.3 From: 09-Sep-19 To: 03-Mar-21	Estimated over submission of 886 kWh p.a. due to use of the registry daily kWh field instead of the database total kW. Incorrect SST profile for ICP 000000002AL627 Festive lighting is connected but the volume is not recorded in the database. The use of the registry figures for reconciliation does not track changes at a daily basis. Potential impact: Low Actual impact: Low Audit history: Once Controls: Moderate Breach risk rating: 2		
Audit risk rating	Rationale for audit risk rating		
Low	The controls are recorded as moderate because they mitigate risk most of the time but there is room for improvement. The daily kWh figure from the registry is based on the database output and was updated recently, but there is a slight difference. The impact on settlement and participants is minor; therefore, the audit risk rating is low.		
Actions taken to resolve the issue		Completion date	Remedial action status
Genesis will be raising the concerns around festive lighting. Genesis Has engaged with the council to provide monthly asset information and assist the council by providing exception reporting for database corrections. Genesis will correct the Profile from RPS to UML or SST		01/06/2021	Identified
Preventative actions taken to ensure no further issues will occur		Completion date	
Genesis is now receiving monthly data from Waimate and can confirm ICP asset details have been corrected.		01/03/2021	

2.2. ICP identifier and items of load (Clause 11(2)(a) and (aa) of Schedule 15.3)

Code reference

Clause 11(2)(a) and (aa) of Schedule 15.3

Code related audit information

The DUML database must contain:

- *each ICP identifier for which the retailer is responsible for the DUML*
- *the items of load associated with the ICP identifier.*

Audit observation

The database was checked to confirm the correct ICP was recorded against each item of load.

Audit commentary

All items of load have an ICP number recorded.

Audit outcome

Compliant

2.3. Location of each item of load (Clause 11(2)(b) of Schedule 15.3)

Code reference

Clause 11(2)(b) of Schedule 15.3

Code related audit information

The DUML database must contain the location of each DUML item.

Audit observation

The database was checked to confirm the location is recorded for all items of load.

Audit commentary

All items of load have a road name and location recorded. All items of load also have a pole number and GPS co-ordinates recorded to assist with the location of the items.

Audit outcome

Compliant

2.4. Description and capacity of load (Clause 11(2)(c) and (d) of Schedule 15.3)

Code reference

Clause 11(2)(c) and (d) of Schedule 15.3

Code related audit information

The DUML database must contain:

- *a description of load type for each item of load and any assumptions regarding the capacity*
- *the capacity of each item in watts.*

Audit observation

The database was checked to confirm that it contained a field for lamp type and wattage capacity and included any ballast or gear wattage and that each item of load had a value recorded in these fields.

Audit commentary

The database has fields for both 'Lamp Make' and 'Lamp Model' as well as Lamp Wattage and Gear Wattage. Eight items of load are blank for 'Lamp Model', and unknown for 'Lamp Make'. WDC confirmed these are the Festive lights and they will populate the details in RAMM.

Audit outcome

Non-compliant

Non-compliance	Description		
Audit Ref: 2.4 With: Clause 11(2)(c) and (d) of Schedule 15.3) From: 09-Sep-19 To: 03-Mar-21	Eight items of load do not have Lamp make and model, Gear model or Lamp and Gear Wattage recorded in the database. Potential impact: Low Actual impact: Low Audit history: None Controls: Strong Breach risk rating: 1		
Audit risk rating	Rationale for audit risk rating		
Low	The controls are recorded as strong because they mitigate risk to an acceptable level. The impact on settlement and participants is minor; therefore, the audit risk rating is low.		
Actions taken to resolve the issue		Completion date	Remedial action status
Genesis has identified the assets of concern and will be requesting the 8 assets to be updated.		01/056/2021	Identified
Preventative actions taken to ensure no further issues will occur		Completion date	
Genesis is now receiving monthly data from Waimate and can confirm ICP asset details have been corrected.		01/03/2021	

2.5. All load recorded in database (Clause 11(2A) of Schedule 15.3)

Code reference

Clause 11(2A) of Schedule 15.3

Code related audit information

The retailer must ensure that each item of DUML for which it is responsible is recorded in this database.

Audit observation

The field audit was undertaken of a statistical sample of 101 items of load.

Audit commentary

The field audit found the database was accurate.

Audit outcome

Compliant

2.6. Tracking of load changes (Clause 11(3) of Schedule 15.3)

Code reference

Clause 11(3) of Schedule 15.3

Code related audit information

The DUMML database must track additions and removals in a manner that allows the total load (in kW) to be retrospectively derived for any given day.

Audit observation

The process for tracking of changes in the database was examined.

Audit commentary

The RAMM database functionality achieves compliance with the code.

The change management process and the compliance of the database reporting provided to Genesis is detailed in **sections 3.1** and **3.2**.

Audit outcome

Compliant

2.7. Audit trail (Clause 11(4) of Schedule 15.3)

Code reference

Clause 11(4) of Schedule 15.3

Code related audit information

The DUMML database must incorporate an audit trail of all additions and changes that identify:

- *the before and after values for changes*
- *the date and time of the change or addition*
- *the person who made the addition or change to the database.*

Audit observation

The database was checked for audit trails.

Audit commentary

RAMM records audit trail information of changes made.

Audit outcome

Compliant

3. ACCURACY OF DUMML DATABASE

3.1. Database accuracy (Clause 15.2 and 15.37B(b))

Code reference

Clause 15.2 and 15.37B(b)

Code related audit information

Audit must verify that the information recorded in the retailer's DUMML database is complete and accurate.

Audit observation

The DUMML Statistical Sampling Guideline was used to determine the database accuracy. The table below shows the survey plan.

Plan Item	Comments
Area of interest	Waimate District Council region
Strata	The database contains items of load in Waimate District Council area. The processes for the management of WDC items of load are the same, but I decided to place the items of load into three strata, based on pole owner, as follows: <ol style="list-style-type: none">1. A – M street name2. N – Z street name3. NZTA.
Area units	I created a pivot table of the roads in each area, and I used a random number generator in a spreadsheet to select a total of 25 sub-units.
Total items of load	101 items of load were checked.

Wattages were checked for alignment with the published standardised wattage table produced by the Electricity Authority.

Audit commentary

The field audit of 101 items of load found no errors in the field indicating that is within the accuracy thresholds. Compliance is confirmed.

Lamp description and capacity accuracy

The database was found to contain inaccuracies when matched to the published standardised wattage table. These are listed below.

Quantity	Issue
8 lamps	Gear Model and Lamp model = blank Lamp make = Unknown Gear Wattage and Lamp Wattage = blank

Location accuracy

The field audit did not identify any location discrepancies.

ICP number and owner accuracy

The field audit did not identify any ICP discrepancies.

Change management process findings

The current report is provided as a snapshot and this practice is non-compliant. Reporting is not provided regularly by WDC, as it was deemed there was very infrequent change. Regular monthly reporting has been requested by Genesis. The database contains a “light install date” which can be used as the start date for any newly installed or changed lights. Reporting would need to be developed to show relevant details for replaced or removed lights.

The processes were reviewed for ensuring that changes in the field are captured. Alpine Energy’s contracting company, NetCon remains the contractor for streetlight maintenance and new connections. There are very few new streetlight connections in the WDC area. All new streetlight connections or removals follow the “new connections” process and a “streetlight movements” form is required to be completed. WDC add new lights to the RAMM database.

Monthly outage patrols are carried out by NetCon, and if required maintenance is completed as a result of this any changes made are captured in RAMM.

Festive lights are managed by the Information Centre. A contractor from Oamaru is used to install and then remove the lights. WDC have some details recorded in RAMM for the festive lights and capture relevant notes so that they are identifiable. The lamp details such as make, model, and wattage are not captured in RAMM as noted above. WDC have advised they will update this information. Genesis is advised of the additional load when the festive lights are used, and this information is used for submission.

WDC is currently planning a LED roll-out and is working through contractual arrangements.

Audit outcome

Non-compliant

Non-compliance	Description	
Audit Ref: 3.1 With: Clause 15.2 and 15.37B(b) From: 09-Sep-19 To: 03-Mar-21	Eight items of load do not have Lamp make and model, Gear model or Lamp and Gear Wattage recorded in the database Potential impact: Low Actual impact: Low Audit history: Twice Controls: Strong Breach risk rating: 2	
Audit risk rating	Rationale for audit risk rating	
Low	The controls are recorded as strong because they mitigate risk to an acceptable level. The impact on settlement and participants is minor; therefore, the audit risk rating is low.	
Actions taken to resolve the issue		Completion date
		Remedial action status

Genesis has identified the assets of concern and will be requesting the 8 assets to be updated.	01/06/2021	Identified
Preventative actions taken to ensure no further issues will occur	Completion date	
Genesis is now receiving monthly data from Waimate and can confirm ICP asset details have been corrected.	01/03/2021	

3.2. Volume information accuracy (Clause 15.2 and 15.37B(c))

Code reference

Clause 15.2 and 15.37B(c)

Code related audit information

The audit must verify that:

- volume information for the DUML is being calculated accurately
- profiles for DUML have been correctly applied.

Audit observation

The submission was checked for accuracy for the month the database extract was supplied. This included:

- checking the registry to confirm that the ICP has the correct profile and submission flag; and
- checking the database extract combined with the burn hours against the submitted figure to confirm accuracy.

Audit commentary

Genesis reconciles this DUML load using the SST and RPS profiles. The daily unmetered kW value on the registry is used for submission and it is similar to the database kW value. The table below shows the minor difference.

ICPs	Calculated kWh value from database	Calculated kWh value from Registry	Difference – over submission	Estimated kWh annual over submission
000000002AL627	22305	22343	37.03	444.42
0000175690WT219	80.18	116.89	36.82	441.86
Total estimated annualised over submission				886.28

The registry has 3 x 110 HPS streetlights recorded for ICP 0000175690WT219, according to the database it should be 3 x 70W HPS streetlights. This will account for some of the wattage differences.

Genesis bill and submit based on the information on the registry and use the average burn hours for the whole year. The estimated minor over submission of 886.28 kWh per annum is recorded as non-compliance below and in **section 3.2**.

The registry has the profile of SST recorded for ICP 000000002AL627. A data logger is required to accurately calculate the hours where the profile of SST is being used. The registry information is being used to calculate submission. This is recorded as non-compliance below and in **section 3.2**.

The field audit found no errors in the field indicating that is within the accuracy thresholds. This is discussed in **section 3.1**.

Festive lights are managed by the Information Centre. A contractor from Oamaru is used to install and then remove the lights. WDC have some details recorded in RAMM for the festive lights and capture relevant notes so that they are identifiable. The lamp details such as make, model, and wattage are not captured in RAMM, WDC have advised they will update this information. Genesis is advised of the additional load when the festive lights are used. I was unable to determine the items of load associated with this festive lighting, but it is small.

Submission is based on the registry figures and this does not consider historic adjustments. This is recorded as non-compliance below.

Audit outcome

Non-compliant

Non-compliance	Description		
Audit Ref: 3.2 With: Clause 15.2 and 15.37B(c) From: 09-Sep-19 To: 03-Mar-21	Estimated over submission of 886 kWh p.a. due to use of the registry daily kWh field instead of the database total kW. Incorrect SST profile for ICP 000000002AL627. Festive lighting is connected but the volume is not recorded in the database. The use of the registry figures for reconciliation does not track changes at a daily basis. Potential impact: Low Actual impact: Low Audit history: Once Controls: Moderate Breach risk rating: 2		
Audit risk rating	Rationale for audit risk rating		
Low	The controls are recorded as moderate because they mitigate risk most of the time but there is room for improvement. The daily kWh figure from the registry is based on the database output and was updated recently, but there is a slight difference. The impact on settlement and participants is minor; therefore, the audit risk rating is low.		
Actions taken to resolve the issue		Completion date	Remedial action status
Genesis will be raising the concerns around festive lighting. Genesis Has engaged with the council to provide monthly asset information and assist the council by providing exception reporting for database corrections. Genesis will correct the Profile from RPS to UML or SST.		01/06/2021	Identified

Preventative actions taken to ensure no further issues will occur	Completion date	
Genesis is now receiving monthly data from Waimate and can confirm ICP asset details have been corrected.	01/03/2021	

CONCLUSION

The database is remotely hosted by RAMM Software Ltd. The field work and asset data capture are conducted by NetCon. WDC manage the database and produce the wattage report for Genesis, and this is used to update the registry daily kWh field, which is used for submission purposes.

The field audit found no errors in the field indicating that the database is within the accuracy thresholds.

The audit found four non-compliances and makes no recommendations. The future risk rating of six indicates that the next audit be completed in 18 months. I have considered this in conjunction with Genesis' responses and I agree with this recommendation.

PARTICIPANT RESPONSE

Genesis has already managed to engage the council and have been receiving RAMM data. Genesis will continue to work with the council and provide exception reporting to assist with database management. Genesis will be discussing the festive lighting with the council and how these can be managed.