

ELECTRICITY INDUSTRY PARTICIPATION CODE  
RECONCILIATION PARTICIPANT AUDIT REPORT

For

SUSTAINABILITY TRUST (SUST)  
(NZBM #9402943106875)

Prepared by: Ewa Glowacka – TEG & Associates

Date audit commenced: 22 April 2022

Date audit report completed: 23 May 2022

Audit report due 23 November 2022

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## EXECUTIVE SUMMARY

This reconciliation participant audit was performed at the request of Sustainability Trust (SUST) to support their application for certification, in accordance with clauses 2A of Schedule 15.1 of The Code 2010. The relevant clauses audited are as required by the Guidelines for Reconciliation Participants Audits V 7.2 issued by the Electricity Authority.

The audit period is 23/11/2021 to 31/03/2022.

At the time of this audit Sustainability Trust was trading 9 NHH ICPs (residential). Initial trading has been in the capacity of retailer with a focus on residential (category 1 metering) in the Wellington area, mainly on the Wellington Electricity Lines network.

The intention is to have all AMI metering, however there will be instances where this is not possible. Sustainability Trust signed an agreement with WELLS to provide manual reads if such need arises in the future.

JC Consulting has been engaged, in the capacity of an agent, to conduct all registry and reconciliation functions. Once established and knowledge level was achieved, Sustainability Trust has started conduct switching functions using the registry web interface. Transition to conducting their own registry functions was done with the assistance of John Candy and Momentous Consulting. Metering data is provided by MEPs to JC Consulting. JC Consulting provides a copy of the data to Sustainability Trust. JC Consulting processes were audited as part of this audit. Momentous Consulting will continue to provide ongoing business process support and advice as will JC Consulting Ltd.

No non-compliances were identified during the audit.

The date of the next audit is determined by the Electricity Authority and is dependent on the level of compliance during this audit. Table 1 of the Guidelines for Reconciliation Participant audit provides some guidance on this matter. The Future Risk Rating score is x which results in an indicative audit frequency of 36 months however clause 7 of Schedule 15.1 allows for 24 months only. Our recommendation is 18 months as this is a new entrant.

We thank Sustainability Trust staff for their full and complete cooperation in this audit.

## AUDIT SUMMARY

### NON-COMPLIANCES

| Subject            | Section | Clause | Non Compliance | Controls | Audit Risk Rating | Breach Risk Rating | Remedial Action |
|--------------------|---------|--------|----------------|----------|-------------------|--------------------|-----------------|
|                    |         |        |                |          |                   |                    |                 |
| Future Risk Rating |         |        |                |          |                   | 0                  |                 |

|                            |           |           |           |          |          |          |
|----------------------------|-----------|-----------|-----------|----------|----------|----------|
| Future risk rating         | 0-1       | 1-3       | 4-15      | 16-40    | 41-55    | 56+      |
| Indicative audit frequency | 36 months | 24 months | 18 months | 12months | 6 months | 3 months |

### RECOMMENDATIONS

| Subject | Section | Description | Recommendation |
|---------|---------|-------------|----------------|
|         |         |             | Nil            |

### ISSUES

| Subject | Section | Description | Issue |
|---------|---------|-------------|-------|
|         |         |             | Nil   |

## 1. ADMINISTRATIVE

### 1.1. Exemptions from Obligations to Comply with Code (Section 11)

#### 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

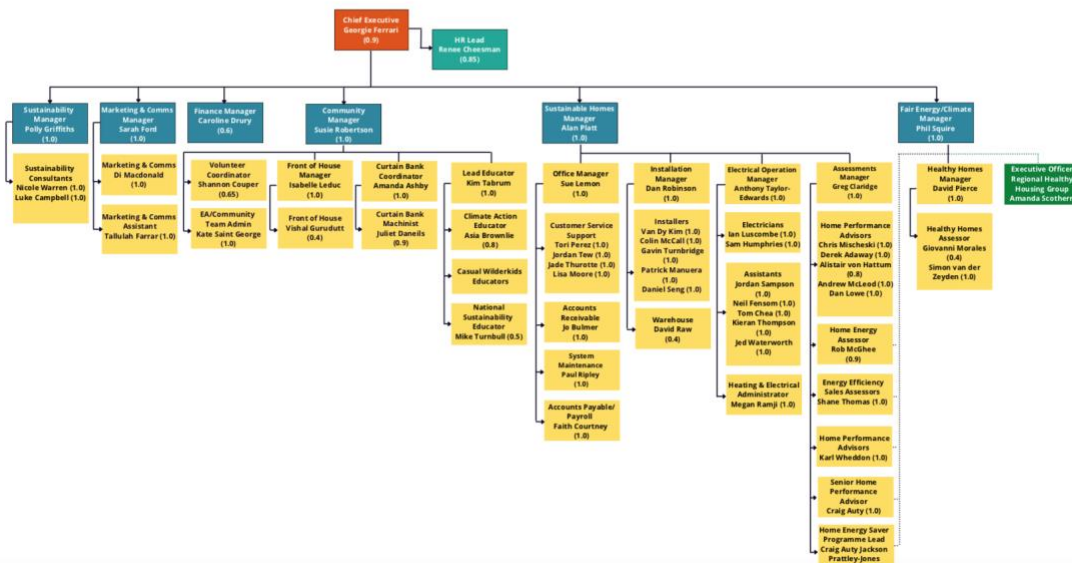
Sustainability Trust has not applied for any exemptions.

#### Audit commentary

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

### 1.2. Structure of Organisation

## SUSTAINABILITY TRUST ORGANISATIONAL CHART



### 1.3. Persons involved in this audit

| Name           | Title                                  | Company              |
|----------------|--|----------------------|
| Caroline Drury | Finance Manager                        | Sustainability Trust |
| John Candy     | Director                               | JC Consulting        |
| Ewa Glowacka   | Electricity Authority Approved Auditor | TEG & Associates     |



## 1.4. Use of Agents (Clause 15.34)

### Code reference

Clause 15.34

### Code related audit information

*A reconciliation participant who uses an agent*

- *remains responsible for the contractor's fulfilment of the participant's Code obligations*
- *cannot assert that it is not responsible or liable for the obligation due to something the agent has or has not done*

### Audit observation

The role of agents were discussed. SUST engaged JC Consulting to be responsible for receiving metering files and the submission of reconciliation files.

Through discussions with SUST, they have shown a clear understanding that they are responsible and liable for the compliance with clauses that their agent undertakes on their behalf.

### Audit commentary

JC Consulting is the agent to deliver Electricity Market settlement files (initial submissions and consecutive revisions) to the Reconciliation Manager. The Meter Read Frequency report is created and emailed to the Authority. Additional information from the registry and the Reconciliation Manager (seasonal adjustment data) is obtained on SUST behalf.

Sustainability Trust signed an agreement with WELLS to provide manual reads if such need arises in the future.

## 1.5. Hardware and Software

SUST will not use any specific software to perform tasks covered. Switching and registry management is conducted using the registry web interface.

Their agent JC Consulting uses the RM TOOL access database which is backed up to the cloud using both Microsoft OneDrive and Dropbox.

SalesForce is being used for CRM and will be customised to suit and use Xero as the billing suite.

## 1.6. Breaches or Breach Allegations

There were no breaches lodged against SUST in the period covered by this audit.

## 1.7. ICP Data

| Metering Category | (02/04/2022) | (date) | (date) |
|-------------------|--------------|--------|--------|
| 1                 | 9            |        |        |
| 2                 | 0            |        |        |
| 3                 | 0            |        |        |
| 4                 | 0            |        |        |
| 5                 | 0            |        |        |
| 9                 | 0            |        |        |

| Status   | Number of ICPs<br>(02/04/2022) | Number of ICPs<br>(date) | Number of ICPs<br>(date) |
|--|--------------------------------|--------------------------|--------------------------|
| Active (2,0)   | 9                              |                          |                          |
| Inactive – new connection in progress (1,12)                         | 0                              |                          |                          |
| Inactive – electrically disconnected vacant property (1,4)           | 0                              |                          |                          |
| Inactive – electrically disconnected remotely by AMI meter (1,7)     | 0                              |                          |                          |
| Inactive – electrically disconnected at pole fuse (1,8)              | 0                              |                          |                          |
| Inactive – electrically disconnected due to meter disconnected (1,9) | 0                              |                          |                          |
| Inactive – electrically disconnected at meter box fuse (1,10)        | 0                              |                          |                          |
| Inactive – electrically disconnected at meter box switch (1,11)      | 0                              |                          |                          |
| Inactive – electrically disconnected ready for decommissioning (1,6) | 0                              |                          |                          |
| Inactive – reconciled elsewhere (1,5)                                | 0                              |                          |                          |
| Decommissioned (3)   | 0                              |                          |                          |

### 1.8. Authorisation Received

An authorisation letter was not required.

### 1.9. Scope of Audit

This reconciliation participant audit was performed at the request of Sustainability Trust. Clause 2A of Schedule 15.1 puts the obligation on the reconciliation participant to obtain Authority approval before performing a function listed in clause 15.38(1) without certification. The audit was carried out on 22 April 2022 via MS Teams.

The table below shows the tasks under clause 15.38, of part 15, for which of Sustainability Trust requires certification. The table below shows the tasks under clause 15.38 of part 15 for which SUST's compliance was assessed.

| Tasks Requiring Certification Under Clause 15.38(1) of Part 15   | Relevant to audit | Agents Involved in Performance of Tasks |
|--|-------------------|---|
| (a) - Maintaining registry information and performing customer and embedded generator switching                  | ✓                 |   |
| (b) – Gathering and storing raw meter data   | ✓                 |   |
| (c)(ii) - Creation and management of non half volume information   | ✓                 | JC Consulting                           |
| (d)(i) – Calculation and delivery of ICP days under clause 15.6  | ✓                 | JC Consulting                           |
| (d)(ii) - delivery of electricity supplied information under clause 15.7   | ✓                 | JC Consulting                           |
| (d)(iii) - delivery of information from retailer and direct purchaser half hourly metered ICPs under clause 15.8 | ✓                 | JC Consulting                           |
| (e) – Provision of submission information for reconciliation   | ✓                 | JC Consulting                           |

#### 1.10. Summary of previous audit

The desktop audit was conducted by Chrissy Burrows of Momentous Consulting Ltd in August 2021.

## 2. OPERATIONAL INFRASTRUCTURE

### 2.1. Relevant information (Clause 10.6, 11.2, 15.2)

#### Code reference

Clause 10.6, 11.2, 15.2

#### Code related audit information

*A participant must take all practicable steps to ensure that information that the participant is required to provide is:*

- a) complete and accurate*
- b) not misleading or deceptive*
- c) not likely to mislead or deceive.*

*If the participant becomes aware that in providing information under this Part, the participant has not complied with that obligation, the participant must, as soon as practicable, provide such further information as is necessary to ensure that the participant does comply.*

#### Audit observation

To assess compliance with these clauses we examined the process for validating information in the registry. The LIS file dated 02/04/2022 was examined to identify any inaccuracies. The Event Detail (EDA) file for the period of audit and the Audit Compliance report were examined to determine how quickly SUST provide information to the registry, correct information which is identified as inaccurate, and confirm that all information is correct and not misleading.

The process to find and correct incorrect information was examined. The registry validation process was examined, in detail, in relation to the achievement of this requirement.

#### Audit commentary

The Switch Breach report is checked regularly. JC Consulting provides a weekly summary of the registry NOT files.

Registry data is synchronized with the RM TOOL weekly and immediately prior to settlement runs to ensure alignment with the registry. All submissions are based on registry attributes (including metering) and data received from meter data providers.

We confirm all information in the registry was complete and accurate.

#### Audit outcome

Compliant

### 2.2. Provision of information (Clause 15.35)

#### Code reference

Clause 15.35

#### Code related audit information

*If an obligation exists to provide information in accordance with Part 15, a participant must deliver that information to the required person within the timeframe specified in the Code, or, in the absence of any such timeframe, within any timeframe notified by the Authority. Such information must be delivered in the format determined from time to time by the Authority.*

#### Audit observation

We reviewed the process for file submission performed by SUST. Submission files are created and submitted to the RM by JC Consulting. Alleged breaches during the audit period were reviewed.

#### **Audit commentary**

Processes for providing information were reviewed and observed throughout the audit. No alleged breaches were recorded during the audit period.

#### **Audit outcome**

Compliant

### 2.3. Data transmission (Clause 20 Schedule 15.2)

#### **Code reference**

*Clause 20 Schedule 15.2*

#### **Code related audit information**

*Transmissions and transfers of data related to metering information between reconciliation participants or their agents, for the purposes of the Code, must be carried out electronically using systems that ensure the security and integrity of the data transmitted and received.*

#### **Audit observation**

Metering data is provided by the MEPs to JC Consulting. JC Consulting provides copy of metering data to SUST for billing purposes.

#### **Audit commentary**

The transfer of data is carried out electronically using SFTP servers. JC Consulting has secure transmission processes, using a cloud-based environment, for the transmission of data between SUST and himself.

#### **Audit outcome**

Compliant

### 2.4. Audit trails (Clause 21 Schedule 15.2)

#### **Code reference**

*Clause 21 Schedule 15.2*

#### **Code related audit information**

*Each reconciliation participant must ensure that a complete audit trail exists for all data gathering, validation, and processing functions of the reconciliation participant.*

*The audit trail must include details of information:*

- *provided to and received from the registry manager*
- *provided to and received from the reconciliation manager*
- *provided and received from other reconciliation participants and their agents.*

*The audit trail must cover all archived data in accordance with clause 18.*

*The logs of communications and processing activities must form part of the audit trail, including if automated processes are in operation.*

*Logs must be printed and filed as hard copy or maintained as data files in a secure form, along with other archived information.*

The logs must include (at a minimum) the following:

- an activity identifier (clause 21(4)(a))
- the date and time of the activity (clause 21(4)(b))
- the operator identifier for the person who performed the activity (clause 21(4)(c)).

#### **Audit observation**

Switching is conducted by SUST using the registry web interface which has audit trails.

JC Consulting retains an audit trail of downloading data via FileZilla. The audit trail of reconciliation files is recorded by the RM portal.

We reviewed the audit trail of data validation, estimation and creation of reconciliation files recorded in the RM TOOL by JC Consulting.

#### **Audit commentary**

All functions conducted by SUST's agent have compliant audit trails of all activities.

#### **Audit outcome**

Compliant

### 2.5. Retailer responsibility for electricity conveyed - participant obligations (Clause 10.4)

#### **Code reference**

Clause 10.4

#### **Code related audit information**

*If a participant must obtain a consumer's consent, approval, or authorisation, the participant must ensure it:*

- extends to the full term of the arrangement
- covers any participants who may need to rely on that consent.

#### **Audit observation**

SUST provided a copy of the Terms and Conditions. They were sent to the Authority asking for comments.

#### **Audit commentary**

The Terms and Conditions provide relative information for a customer to meet the requirements of this clause.

#### **Audit outcome**

Compliant

### 2.6. Retailer responsibility for electricity conveyed - access to metering installations (Clause 10.7(2), (4), (5) and (6))

#### **Code reference**

Clause 10.7(2), (4), (5) and (6)

#### **Code related audit information**

*The responsible reconciliation participant must, if requested, arrange access for the metering installation to the following parties:*

- the Authority
- an ATH
- an auditor
- an MEP
- a gaining metering equipment provider.

The trader must use its best endeavours to provide access:

- in accordance with any agreements in place
- in a manner and timeframe which is appropriate in the circumstances.

If the trader has a consumer, the trader must obtain authorisation from the customer for access to the metering installation, otherwise it must arrange access to the metering installation.

The reconciliation participant must provide any necessary facilities, codes, keys or other means to enable the party to obtain access to the metering installation by the most practicable means.

#### **Audit observation**

SUST provided a copy of the Terms and Conditions for review.

#### **Audit commentary**

A copy of the Terms and Conditions was sighted and contains the required information for access arrangements.

#### **Audit outcome**

Compliant

## 2.7. Physical location of metering installations (Clause 10.35(1) & (2))

#### **Code reference**

Clause 10.35(1) & (2)

#### **Code related audit information**

*A reconciliation participant responsible for ensuring there is a category 1 metering installation or category 2 metering installation must ensure that the metering installation is located as physically close to a point of connection as practical in the circumstances.*

*A reconciliation participant responsible for ensuring there is a category 3 or higher metering installation must:*

- a) *if practical in the circumstances, ensure that the metering installation is located at a point of connection; or*
- b) *if it is not practical in the circumstances to locate the metering installation at the point of connection, calculate the quantity of electricity conveyed through the point of connection using a loss compensation process approved by the certifying ATH.*

#### **Audit observation**

The requirements of this clause were discussed during the audit.

#### **Audit commentary**

The company confirmed they do not have any installations to which metering data requires a loss compensation factor to be applied. At the time of this audit, only category 1 metering installations were being traded. It is electricity industry practice to have metering installations located close to a point of connection.

## Audit outcome

Compliant

### 2.8. Trader contracts to permit assignment by the Authority (Clause 11.15B)

#### Code reference

Clause 11.15B

#### Code related audit information

*A trader must at all times ensure that the terms of each contract between a customer and a trader permit:*

- *the Authority to assign the rights and obligations of the trader under the contract to another trader if the trader commits an event of default under paragraph (a) or (b) or (f) or (h) of clause 14.41 (clause 11.15B(1)(a)); and*
- *the terms of the assigned contract to be amended on such an assignment to—*
- *the standard terms that the recipient trader would normally have offered to the customer immediately before the event of default occurred (clause 11.15B(1)(b)(i)); or*
- *such other terms that are more advantageous to the customer than the standard terms, as the recipient trader and the Authority agree (clause 11.15B(1)(b)(ii); and*
- *the terms of the assigned contract to be amended on such an assignment to include a minimum term in respect of which the customer must pay an amount for cancelling the contract before the expiry of the minimum term (clause 11.15B(1)(c)); and*
- *the trader to provide information about the customer to the Authority and for the Authority to provide the information to another trader if required under Schedule 11.5 (clause 11.15B(1)(d)); and*
- *the trader to assign the rights and obligations of the trader to another trader (clause 11.15B(1)(e)).*

*The terms specified in subclause (1) must be expressed to be for the benefit of the Authority for the purposes of the Contracts (Privacy) Act 1982, and not be able to be amended without the consent of the Authority (clause 11.15B(2)).*

#### Audit observation

SUST provided a copy of the Terms and Conditions for review.

#### Audit commentary

A copy of the Terms and Conditions was sighted and contains the required information for access arrangements.

## Audit outcome

Compliant

### 2.9. Connection of an ICP (Clause 10.32)

#### Code reference

Clause 10.32

#### Code related audit information

*A reconciliation participant must only request the connection of a point of connection if they:*

- *accept responsibility for their obligations in Parts 10, 11 and 15 for the point of connection; and*



- *have an arrangement with an MEP to provide 1 or more metering installations for the point of connection.*

#### **Audit observation**

We reviewed the EDA file for the audit period to identify all new connections. There were no new connections. SUST is not planning to trade new connections in the immediate future.

We reviewed and discussed the reconnection process with SUST staff. The process is compliant. There were no reconnections during the audit period.

#### **Audit commentary**

SUST does not accept new connections and they have no intention of conducting any in the immediate future. Only established installations are traded. The new connection process is being drafted. The process will meet compliance once new connections are taken on.

If any ICP needs to be reconnected SUST will follow the processes setup by MEPs (MTRX and NGCM). They will update the registry with the reconnected status once the MEP has confirmed the reconnection.

#### **Audit outcome**

Compliant

### **2.10. Temporary Electrical Connection of an ICP (Clause 10.33)**

#### **Code reference**

*Clause 10.33(1)*

#### **Code related audit information**

*A reconciliation participant may temporarily electrically connect a point of connection, or authorise a MEP to temporarily electrically connect a point of connection, only if:*

- *for a point of connection to the grid – the grid owner has approved the connection*
- *for an NSP that is not a point of connection to the grid - the relevant distributor has approved the connection.*
- *for a point of connection that is an ICP, but is not as NSP:*
- *the reconciliation participant is recorded in the registry as the trader responsible for the ICP*
- *if the ICP has metered load, 1 or more certified metering installations are in place*
- *if the ICP has not previously been electrically connected, the relevant distributor has given written approval of the temporary electrical connection.*

#### **Audit observation**

We reviewed the EDA file for the audit period to identify all new connections and confirm process controls and compliance. It was discussed with SUST staff.

#### **Audit commentary**

SUST have no intention of conducting any new connections in the immediate future. This clause is not applicable.

#### **Audit outcome**

Not applicable

### **2.11. Electrical Connection of Point of Connection (Clause 10.33A)**

## Code reference

Clause 10.33A(1)

## Code related audit information

*A reconciliation participant may electrically connect or authorise the electrical connection of a point of connection only if:*

- *for a point of connection to the grid – the grid owner has approved the connection*
- *for an NSP that is not a point of connection to the grid - the relevant distributor has approved the connection.*
- *for a point of connection that is an ICP, but is not as NSP:*
- *the reconciliation participant is recorded in the registry as the trader responsible for the ICP*
- *if the ICP has metered load, 1 or more certified metering installations are in place*
- *if the ICP has not previously been electrically connected, the relevant distributor has given written approval of the temporary electrical connection.*

## Audit observation

The new connection and reconnection processes were discussed. The new connection process is being drafted. The process will meet compliance once new connections are taken on.

The Audit Compliance report for the audit period was examined to identify any uncertified metering installations.

## Audit commentary

The review of the Audit Compliance report confirmed that the company does not trade uncertified metering installations. The reconnection process was reviewed, and we found it compliant.

## Audit outcome

Compliant

## 2.12. Arrangements for line function services (Clause 11.16)

### Code reference

Clause 11.16

### Code related audit information

*Before providing the registry manager with any information in accordance with clause 11.7(2) or clause 11.18(4), a trader must ensure that it, or its customer, has made any necessary arrangements for the provision of line function services in relation to the relevant ICP*

*Before providing the registry manager with any information in accordance with clause 11.7(2) or clause 11.18(4), a trader must have entered into an arrangement with an MEP for each metering installation at the ICP.*

### Audit observation

The process for ensuring an arrangement is in place with a network prior to trading on that network was discussed in detail. Agreements with Wellington Electricity Lines, TENCO, and VECT were sighted for network companies, and MEPs AMS, Influx, and Intellihub.

### Audit commentary

SUST have arrangements in place with network companies and MEPs. The intention is that SUST will verify they have an agreement in place with other networks or MEPs prior to switching. The requirement is noted in the process documentation.

## Audit outcome

Compliant

### 2.13. Arrangements for metering equipment provision (Clause 10.36)

#### Code reference

Clause 10.36

#### Code related audit information

*A reconciliation participant must ensure it has an arrangement with the relevant MEP prior to accepting responsibility for an installation.*

#### Audit observation

The process for ensuring an arrangement is in place with relative MEPs was discussed in detail during the audit.

#### Audit commentary

At the time of this audit SUST had agreements with AMS, Influx, and Intellihub. Part of the customer attainment process is to check the MEP and if no arrangement is in place, to obtain one immediately.

## Audit outcome

Compliant

### 2.14. Connecting ICPs then withdrawing switch (Clause 10.33A(5))

#### Code reference

Clause 10.33B

#### Code related audit information

*If a trader connects an ICP it is in the process of switching and the switch does not proceed or is withdrawn the trader must:*

- *restore the disconnection, including removing any bypass and disconnecting using the same method the losing trader used*
- *reimburse the losing trader for any direct costs incurred*

#### Audit observation

The switching process was discussed with SUST staff during the audit. We also reviewed the Terms and Conditions.

#### Audit commentary

According to the Terms and Conditions SUST will not be reconnection a vacant ICP. If it is a standard switch, it will be a new customer obligation. The T&C states:

*If your current electricity supplier has disconnected your supply and not reconnected it, you will need to contact them to have the electricity supply reconnected before we can accept the switch.*

For the Move In switch the T& C states:

*If the electricity supply at your new premises requires reconnection, we are able to arrange reconnection for you for a fee or, alternatively, you can arrange with the previous supplier of the premises to arrange reconnection.*

We reviewed the EDA file and confirmed that such a situation did not occur.

#### **Audit outcome**

Compliant

### **2.15. Electrical disconnection of ICPs (Clause 10.33B)**

#### **Code reference**

*Clause 10.33B*

#### **Code related audit information**

*Unless the trader is recorded in the registry or is meeting its obligation under 10.33A(5) it must not disconnect or electrically disconnect the ICP or authorise the metering equipment provider to disconnect or electrically disconnect the ICP.*

#### **Audit observation**

The disconnection process was discussed with SUST. The company is aware of their obligation.

#### **Audit commentary**

We reviewed the documented process and found that it meets the clause requirements.

#### **Audit outcome**

Compliant

### **2.16. Removal or breakage of seals (Clause 48(1C), 48 (1D), 48 (1E), 48 (1F) of Schedule 10.7)**

#### **Code reference**

*Clause 48(1C), 48 (1D), 48 (1E), 48 (1F) of Schedule 10.7*

#### **Code related audit information**

*A trader can remove or break a seal without authorisation from the MEP to:*

- *reset a load control switch, bridge or unbridge a load control switch – if the load control switch does not control a tome block meter channel*
- *electrically connect load or generation, of the load or generation has been disconnected at the meter*
- *electrically disconnect load or generation, if the trader has exhausted all other appropriate methods of electrical disconnection*
- *bridge the meter*

*A trader that removes or breaks a seal in this way must:*

- *ensure personal are qualified to remove the seal and perform the permitted work and they replace the seal in accordance with the Code*
- *replace the seal with its own seal*
- *have a process for tracing the new seal to the personnel*
- *update the registry (if the profile code has changed)*
- *notify the metering equipment provider*

#### **Audit observation**

This was discussed during the audit with SUST staff.

#### **Audit commentary**

The company does not intend to remove or break seals themselves. The intention is always to use a MEP to make any alterations to installations.

#### **Audit outcome**

Compliant

### **2.17. Meter bridging (Clause 10.33C and 2A of Schedule 15.2)**

#### **Code reference**

*Clause 10.33C and 2A of Schedule 15.2*

#### **Code related audit information**

*A trader, or a distributor or MEP which has been authorised by the trader, may only electrically connect an ICP in a way that bypasses a meter that is in place ("bridging") if, despite best endeavours:*

- *the MEP is unable to remotely electrically connect the ICP*
- *the MEP cannot repair a fault with the meter due to safety concerns*
- *the consumer will likely be without electricity for a period which would cause significant disadvantage to the consumer*

*If the trader bridges a meter, the trader must:*

- *determine the quantity of electricity conveyed through the ICP for the period of time the meter was bridged*
- *submit that estimated quantity of electricity to the reconciliation manager*
- *within 1 business day of being advised that the meter is bridged, notify the MEP that they are required to reinstate the meter so that all electricity flows through a certified metering installation.*

*The trader must determine meter readings as follows:*

- *by substituting data from an installed check meter or data storage device*
- *if a check meter or data storage device is not installed, by using half hour data from another period where the trader considers the pattern of consumption is materially similar to the period during which the meter was bridged*
- *if half hour data is not available, a non-half hour estimated reading that the trader considers is the best estimate during the bridging period must be used.*

#### **Audit observation**

This was discussed during the audit with SUST staff.

#### **Audit commentary**

The company does not intend to bridge meters. It is documented in the Poneke Power Training manual. JC Consulting monitors metering data to identify possible bridged meters by third parties e.g., networks or electricians.

#### **Audit outcome**

Compliant

### **2.18. Use of ICP identifiers on invoices (Clause 11.30)**

#### **Code reference**

*Clause 11.30*

### Code related audit information

*Each trader must ensure the relevant ICP identifier is printed on every invoice or document relating to the sale of electricity.*

### Audit observation

This was reviewed during the audit.

### Audit commentary

The company provided a sample invoice on which the ICP identifier was printed.

### Audit outcome

Compliant

## 2.19. Provision of information on dispute resolution scheme (Clause 11.30A)

### Code reference

*Clause 11.30A*

### Code related audit information

*A retailer must provide clear and prominent information about Utilities Disputes:*

- *on their website*
- *when responding to queries from consumers*
- *in directed outbound communications to consumers about electricity services and bills.*

*If there are a series of related communications between the retailer and consumer, the retailer needs to provide this information in at least one communication in that series.*

### Audit observation

This was reviewed during the audit.

### Audit commentary

We confirm that the company website contains the link to Utilities Dispute.

The company provided a copy of the email template, used in communication with customers, which demonstrates that the information about Utilities Dispute is included.

### Audit outcome

Compliant

## 2.20. Provision of information on electricity plan comparison site (Clause 11.30B)

### Code reference

*Clause 11.30B*

### Code related audit information

*A retailer that trades at an ICP recorded on the registry must provide clear and prominent information about Powerswitch:*

- *on their website*
- *in outbound communications to residential consumers about price and service changes*
- *to residential consumers on an annual basis*
- *in directed outbound communications about the consumer's bill.*

*If there are a series of related communications between the retailer and consumer, the retailer needs to provide this information in at least one communication in that series.*

**Audit observation**

This was reviewed during the audit.

**Audit commentary**

We confirm that the company website contains the link to Powerswitch.

The company provided a copy of the email template, used in communication with customers, which demonstrates that the information about Powerswitch is included.

**Audit outcome**

Compliant

### 3. MAINTAINING REGISTRY INFORMATION

#### 3.1. Obtaining ICP identifiers (Clause 11.3)

##### Code reference

Clause 11.3

##### Code related audit information

*The following participants must, before assuming responsibility for certain points of connection on a local network or embedded network, obtain an ICP identifier for the point of connection:*

- a) a trader who has agreed to purchase electricity from an embedded generator or sell electricity to a consumer*
- b) an embedded generator who sells electricity directly to the clearing manager*
- c) a direct purchaser connected to a local network or an embedded network*
- d) an embedded network owner in relation to a point of connection on an embedded network that is settled by differencing*
- e) a network owner in relation to a shared unmetered load point of connection to the network owner's network*
- f) a network owner in relation to a point of connection between the network owner's network and an embedded network.*

*ICP identifiers must be obtained for points of connection at which any of the following occur:*

- a consumer purchases electricity from a trader 11.3(3)(a)*
- a trader purchases electricity from an embedded generator 11.3(3)(b)*
- a direct purchaser purchases electricity from the clearing manager 11.3(3)(c)*
- an embedded generator sells electricity directly to the clearing manager 11.3(3)(d)*
- a network is settled by differencing 11.3(3)(e)*
- there is a distributor status ICP on the parent network point of connection of an embedded network or at the point of connection of shared unmetered load. 11.3(3)(f)*

##### Audit observation

This was discussed during the audit. We reviewed the Audit Compliance Report and the registry files.

SUST will not be dealing with new connections in the immediate future. Processes is being drafted and will be in place prior to conducting these.

##### Audit commentary

SUST did not undertake any new connections during the audit period and is not intending on processing new connections in the immediate future.

Processes are being drafted and will be in place prior to conducting these.

##### Audit outcome

Compliant

#### 3.2. Providing registry information (Clause 11.7(2))

##### Code reference

Clause 11.7(2)

##### Code related audit information



*Each trader must provide information to the registry manager about each ICP at which it trades electricity in accordance with Schedule 11.1.*

#### **Audit observation**

SUST manages registry information using the registry web interface. We reviewed the Audit Compliance Report and the registry files.

#### **Audit commentary**

Compliance confirmed based on a discussion during the audit. The company have shown a good understanding of the requirements to meet timeframes. No late registry updates were observed.

#### **Audit outcome**

Compliant

### 3.3. Changes to registry information (Clause 10 Schedule 11.1)

#### **Code reference**

*Clause 10 Schedule 11.1*

#### **Code related audit information**

*If information provided by a trader to the registry manager about an ICP changes, the trader must provide written notice to the registry manager of the change no later than 5 business days after the change.*

#### **Audit observation**

We examined the LIS and EDA files and the Audit Compliance report for the period covered by this audit. The process for updating the registry is documented. The process was discussed with SUST staff.

#### **Audit commentary**

The analysis of the EDA file showed that there were no changes to the registry information. The only files posted to the registry were NT and trader files. JC Consulting uses the browser interface to make any changes to the registry.

#### **Audit outcome**

Compliant

### 3.4. Trader responsibility for an ICP (Clause 11.18)

#### **Code reference**

*Clause 11.18*

#### **Code related audit information**

*A trader becomes responsible for an ICP when the trader is recorded in the registry as being responsible for the ICP.*

*A trader ceases to be responsible for an ICP if:*

- another trader is recorded in the registry as accepting responsibility for the ICP (clause 11.18(2)(a)); or*
- the ICP is decommissioned in accordance with clause 20 of Schedule 11.1 (clause 11.18(2)(b)).*
- if an ICP is to be decommissioned, the trader who is responsible for the ICP must (clause 11.18(3)):*

- *arrange for a final interrogation to take place prior to or upon meter removal (clause 11.18(3)(a)); and*
- *advise the MEP responsible for the metering installation of the decommissioning (clause 11.18(3)(b)).*

*A trader who is responsible for an ICP (excluding UML) must ensure that an MEP is recorded in the registry for that ICP (clause 11.18(4)).*

*A trader must not trade at an ICP (excluding UML) unless an MEP is recorded in the registry for that ICP (clause 11.18(5)).*

#### **Audit observation**

SUST does not undertake new connections. The Audit Compliance Report was examined to identify any active ICPs that do not have a MEP recorded. The process for decommissioning was examined.

#### **Audit commentary**

All ICPs (9) had MEPs assigned. No ICPs were decommissioned during the audit period.

SUST understands that they are responsible for the ICP while they are the trader noted on the registry until such time as an ICP switches out or becomes decommissioned. The process notes that all information must be complete and accurate and discusses critical elements for maintaining registry processes.

SUST do not intend to accept ICPs with UML, however, if they do, JC Consulting will be able to ensure that these are processed compliantly. UML processes will be drafted when required. SUST are aware of the different types of UML.

#### **Audit outcome**

Compliant

### 3.5. Provision of information to the registry manager (Clause 9 Schedule 11.1)

#### **Code reference**

*Clause 9 Schedule 11.1*

#### **Code related audit information**

*Each trader must provide the following information to the registry manager for each ICP for which it is recorded in the registry as having responsibility:*

- a) the participant identifier of the trader, as approved by the Authority (clause 9(1)(a))*
- b) the profile code for each profile at that ICP, as approved by the Authority (clause 9(1)(b))*
- c) the metering equipment provider for each category 1 metering or higher (clause 9(1)(c))*
- d) the type of submission information the trader will provide to the RM for the ICP (clause 9(1)(ea))*
- e) if a settlement type of UNM is assigned to that ICP, either:*
  - the code ENG if the load is profiled through an engineering profile in accordance with profile class 2.1 (clause 9(1)(f)(i)); or*
  - in all other cases, the daily average kWh of unmetered load at the ICP (clause 9(1)(f)(ii)).*
  - the type and capacity of any unmetered load at each ICP (clause 9(1)(g))*
  - the status of the ICP, as defined in clauses 12 to 20 (clause 9(1)(j))*
  - except if the ICP exists for the purposes of reconciling an embedded network or the ICP has distributor status, the trader must provide the relevant business classification code applicable to the customer (clause 9(1)(k)).*

*The trader must provide information specified in (a) to (j) above within 5 business days of trading (clause 9(2)).*

*The trader must provide information specified in 9(1)(k) no later than 20 business days of trading (clause 9(3))*

#### **Audit observation**

The Audit Compliance report and the registry files were reviewed, and discussed with SUST staff.

#### **Audit commentary**

A review of the registry files confirmed that SUST has not traded any new connections during the audit period. All information for currently traded ICPs was uploaded.

SUST are aware that they are responsible for the accuracy and timeliness of functions related to all registry requirements. SUST are aware that they need to review distributor and metering information to ensure the information they have matches the registry.

#### **Audit outcome**

Compliant

### 3.6. ANZSIC codes (Clause 9 (1(k) of Schedule 11.1)

#### **Code reference**

*Clause 9 (1(k) of Schedule 11.1*

#### **Code related audit information**

*Traders are responsible to populate the relevant ANZSIC code for all ICPs for which they are responsible.*

#### **Audit observation**

The process for managing ANZSIC codes was examined. The LIS files were reviewed to check ANZSIC codes were valid. It was discussed with SUST staff.

#### **Audit commentary**

The requirement for ANZSIC codes is also noted in the process documentation. A review of the LIS file found all ICPs (9) had a valid domestic ANZSIC code.

#### **Audit outcome**

Compliant

### 3.7. Changes to unmetered load (Clause 9(1)(f) of Schedule 11.1)

#### **Code reference**

*Clause 9(1)(f) of Schedule 11.1*

#### **Code related audit information**

*if a settlement type of UNM is assigned to that ICP, the trader must populate:*

*the code ENG - if the load is profiled through an engineering profile in accordance with profile class 2.1 (clause 9(1)(f)(i)); or*

*the daily average kWh of unmetered load at the ICP - in all other cases (clause 9(1)(f)(ii)).*

#### **Audit observation**

The LIS and EDA files were checked.

According to the documentation provided by SUST, it is not their intention to take on unmetered ICPs. If UML is identified after a switch, JC Consulting will create consumption based on the daily kWh information from the distributor.

#### **Audit commentary**

No UML ICPs were identified in the LIS file. JC Consulting has processes in place for if SUST do, inadvertently, pick up UML. SUST has a validation process in place to check for UML at the time of obtaining a customer.

#### **Audit outcome**

Compliant

### 3.8. Management of “active” status (Clause 17 Schedule 11.1)

#### **Code reference**

*Clause 17 Schedule 11.1*

#### **Code related audit information**

*The ICP status of “active” is be managed by the relevant trader and indicates that:*

- *the associated electrical installations are electrically connected (clause 17(1)(a))*
- *the trader must provide information related to the ICP in accordance with Part 15, to the reconciliation manager for the purpose of compiling reconciliation information (clause 17(1)(b)).*

*Before an ICP is given the “active” status, the trader must ensure that:*

- *the ICP has only 1 customer, embedded generator, or direct purchaser (clause 17(2)(a))*
- *the electricity consumed is quantified by a metering installation or a method of calculation approved by the Authority (clause 17(2)(b)).*

#### **Audit observation**

The process for changing a status to “Active” was discussed with SUST staff.

The EDA file and the Audit Compliance report were reviewed to identify all status changes to “Inactive” during the audit period. The processes used by SUST ensure that there is only one party per ICP and that all active ICPs have a MEP.

#### **Audit commentary**

All ICPs traded by SUST had the status “Active”. SUST switching process includes the determination of the “Active” status. Where this is not the case, SUST will investigate why the status is not “Active”. The “Active” status is managed by the agent on behalf of SUST.

#### **Audit outcome**

Compliant

### 3.9. Management of “inactive” status (Clause 19 Schedule 11.1)

#### **Code reference**

*Clause 19 Schedule 11.1*

#### **Code related audit information**

*The ICP status of “inactive” must be managed by the relevant trader and indicates that:*

- *electricity cannot flow at that ICP (clause 19(a)); or*
- *submission information related to the ICP is not required by the reconciliation manager for the purpose of compiling reconciliation information (clause 19(b)).*

#### **Audit observation**

The process for changing a status to “Inactive” was discussed.

The EDA file and the Audit Compliance report were reviewed to identify all status changes to “Inactive” during the audit period.

#### **Audit commentary**

There were no changes to ICPs status during the audit period.

SUST has drafted the processes for managing “Inactive” status. Obligations under the Consumer Care guidelines have been taken into account in all disconnection processes.

The registry will be notified of status change immediately and within the timeframes specified in the Code once notification is received from the field service provider/MEP. This will be directly liaised through the agent. Unless switched out or decommissioned all de-energised ICPs will remain on the reading list.

Compliant

### **3.10. ICPs at new or ready status for 24 months (Clause 15 Schedule 11.1)**

#### **Code reference**

*Clause 15 Schedule 11.1*

#### **Code related audit information**

*If an ICP has had the status of "New" or "Ready" for 24 calendar months or more, the distributor must ask the trader whether it should continue to have that status and must decommission the ICP if the trader advises the ICP should not continue to have that status.*

#### **Audit observation**

It is a distributor’s obligation to monitor an ICP which has had the status of “New” or “Ready” for 24 calendar months or more. It is expected that a trader be able to respond to such queries from distributors.

#### **Audit commentary**

SUST is not planning to trade new connections in immediate future. Processes are being drafted and will be in place prior to conducting these.

#### **Audit outcome**

Not applicable

## 4. PERFORMING CUSTOMER AND EMBEDDED GENERATOR SWITCHING

### 4.1. Inform registry of switch request for ICPs - standard switch (Clause 2 Schedule 11.3)

#### Code reference

Clause 2 Schedule 11.3

#### Code related audit information

*The standard switch process applies where a trader and a customer or embedded generator enters into an arrangement in which the trader commences trading electricity with the customer or embedded generator at a non-half hour or unmetered ICP at which another trader supplies electricity, or the trader assumes responsibility for such an ICP.*

*If the uninvited direct sale agreement applies to an arrangement described above, the gaining trader must identify the period within which the customer or embedded generator may cancel the arrangement in accordance with section 36M of the Fair Trading Act 1986. The arrangement is deemed to come into effect on the day after the expiry of that period.*

*A gaining trader must advise the registry manager of a switch no later than 2 business days after the arrangement comes into effect and include in its advice to the registry manager that the switch type is TR and 1 or more profile codes associated with that ICP.*

#### Audit observation

The EDA file was reviewed to determine whether any standard switches occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Standard Switch process was examined and discussed with SUST staff.

#### Audit commentary

SUST processes are compliant with the requirements of the Fair Trading Act 1986.

SUST gained 9 ICPs using the Standard Switch process. The NTTR were sent, using the web interface, within 2 business days of the date that the arrangement with the customer came into effect.

#### Audit outcome

Compliant

### 4.2. Losing trader response to switch request and event dates - standard switch (Clauses 3 and 4 Schedule 11.3)

#### Code reference

Clauses 3 and 4 Schedule 11.3

#### Code related audit information

*Within 3 business days after receiving notice of a switch from the registry manager, the losing trader must establish a proposed event date. The event date must be no more than 10 business days after the date of receipt of such notification, and in any 12 month period, at least 50% of the event dates must be no more than 5 business days after the date of notification. The losing trader must then:*

- *provide acknowledgement of the switch request by (clause 3(a) of Schedule 11.3):*
- *providing the proposed event date to the registry manager and a valid switch response code (clause 3(a)(i) and (ii) of Schedule 11.3); or*
- *providing a request for withdrawal of the switch in accordance with clause 17 (clause 3(c) of Schedule 11.3).*

*When establishing an event date for clause 4, the losing trader may disregard every event date established by the losing trader for an ICP for which when the losing trader received notice from the registry manager under clause 22(a) the losing trader had been responsible for less than 2 months.*

#### **Audit observation**

The EDA file was reviewed to determine whether any standard switches occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Standard Switch process was examined and discussed with SUST staff.

#### **Audit commentary**

SUST hasn't lost any ICP using the Standard Switch process.

#### **Audit outcome**

Compliant

### **4.3. Losing trader must provide final information - standard switch (Clause 5 Schedule 11.3)**

#### **Code reference**

*Clause 5 Schedule 11.3*

#### **Code related audit information**

*If the losing trader provides information to the registry manager in accordance with clause 3(a) of Schedule 11.3 with the required information, no later than 5 business days after the event date, the losing trader must complete the switch by:*

- *providing event date to the registry manager (clause 5(a)); and*
- *provide to the gaining trader a switch event meter reading as at the event date, for each meter or data storage device that is recorded in the registry with accumulator of C and a settlement indicator of Y (clause 5(b)); and*
- *if a switch event meter reading is not a validated reading, provide the date of the last meter reading (clause 5(c)).*

#### **Audit observation**

The EDA file was reviewed to determine whether any standard switches occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Standard Switch process was examined and discussed with SUST staff.

#### **Audit commentary**

SUST hasn't lost any ICP using the Standard Switch process.

#### **Audit outcome**

Compliant

### **4.4. Retailers must use same reading - standard switch (Clause 6(1) and 6A Schedule 11.3)**

#### **Code reference**

*Clause 6(1) and 6A Schedule 11.3*

#### **Code related audit information**

*The losing trader and the gaining trader must both use the same switch event meter reading as determined by the following procedure:*

- *if the switch event meter reading provided by the losing trader differs by less than 200 kWh from a value established by the gaining trader, the gaining trader must use the losing trader's validated meter reading or permanent estimate (clause 6(a)); or*
- *the gaining trader may dispute the switch meter reading if the validated meter reading or permanent estimate provided by the losing trader differs by 200 kWh or more. (clause 6(b)).*

*If the gaining trader disputes a switch meter reading because the switch event meter reading provided by the losing trader differs by 200 kWh or more, the gaining trader must, within 4 calendar months of the registry manager giving the gaining trader written notice of having received information about the switch completion, provide to the losing trader a changed switch event meter reading supported by 2 validated meter readings.*

- *the losing trader can choose not to accept the reading, however, must advise the gaining trader no later than 5 business days after receiving the switch event meter reading from the gaining trader (clause 6A(a)); or*
- *if the losing trader notifies its acceptance or does not provide any response, the losing trader must use the switch event meter reading supplied by the gaining trader. (clause 6A(b)).*

#### **Audit observation**

The EDA file was reviewed to determine whether any standard switches occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Standard Switch process was examined and discussed with SUST staff.

#### **Audit commentary**

SUST neither sent nor received RR files. We checked reconciliation files calculated by JC Consulting and confirmed the switch event meter readings were used to calculate submission volumes.

#### **Audit outcome**

Compliant

### 4.5. Non-half hour switch event meter reading - standard switch (Clause 6(2) and (3) Schedule 11.3)

#### **Code reference**

*Clause 6(2) and (3) Schedule 11.3*

#### **Code related audit information**

*If the losing trader trades electricity from a non-half hour meter, with a switch event meter reading that is not from an AMI certified meter flagged Y in the registry: and*

- *the gaining trader will trade electricity from a meter with a half hour submission type in the registry (clause 6(2)(b)).*
- *the gaining trader within 5 business days after receiving final information from the registry manager, may provide the losing trader with a switch event meter reading from that meter. The losing trader must use that switch event meter reading.*

#### **Audit observation**

The EDA file was reviewed to determine whether any standard switches occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Standard Switch process was examined and discussed with SUST staff.

#### **Audit commentary**

A review of the EDA files confirmed that a situation, as described in the clause, did not occur.



## Audit outcome

Compliant

### 4.6. Disputes - standard switch (Clause 7 Schedule 11.3)

#### Code reference

Clause 7 Schedule 11.3

#### Code related audit information

*A losing trader or gaining trader may give written notice to the other that it disputes a switch event meter reading provided under clauses 1 to 6. Such a dispute must be resolved in accordance with clause 15.29 (with all necessary amendments).*

#### Audit observation

There were no disputes with a losing trader. If such a situation were to occur in the future, it would be resolved in accordance with this clause.

#### Audit commentary

SUST stated that they will not decline to accept another traders' validated meter reading or permanent estimate if they are reasonable and appropriate in the applicable circumstances. The company will also provide a reasonable explanation to the other participant where it does decline to accept their validated meter reading or permanent estimate.

## Audit outcome

Compliant

### 4.7. Gaining trader informs registry of switch request - switch move (Clause 9 Schedule 11.3)

#### Code reference

Clause 9 Schedule 11.3

#### Code related audit information

*The switch move process applies where a gaining trader has an arrangement with a customer or embedded generator to trade electricity at an ICP using non half-hour metering or an unmetered ICP, or to assume responsibility for such an ICP, and no other trader has an agreement to trade electricity at that ICP, this is referred to as a switch move and the following provisions apply:*

*If the "uninvited direct sale agreement" applies, the gaining trader must identify the period within which the customer or embedded generator may cancel the arrangement in accordance with section 36M of the Fair Trading Act 1986. The arrangement is deemed to come into effect on the day after the expiry of that period.*

*In the event of a switch move, the gaining trader must advise the registry manager of a switch and the proposed event date no later than 2 business days after the arrangement comes into effect.*

*In its advice to the registry manager the gaining trader must include:*

- *a proposed event date (clause 9(2)(a)); and*
- *that the switch type is "MI" (clause 9(2)(b)); and*
- *one or more profile codes of a profile at the ICP. (clause 9(2)(c))*

#### Audit observation

The EDA file was reviewed to determine whether any Switch Move occurred. The Switch Breach report was reviewed to identify any non-compliances. The Switch Move process was examined and discussed with SUST staff.

#### **Audit commentary**

SUST did not use the Switch Move process to gain new customers during the audit period.

#### **Audit outcome**

Compliant

### 4.8. Losing trader provides information - switch move (Clause 10(1) Schedule 11.3)

#### **Code reference**

*Clause 10(1) Schedule 11.3*

#### **Code related audit information**

*10(1) Within 5 business days after receiving notice of a switch move request from the registry manager—*

- *10(1)(a) If the losing trader accepts the event date proposed by the gaining trader, the losing trader must complete the switch by providing to the registry manager:
  - o *confirmation of the switch event date; and*
  - o *a valid switch response code; and*
  - o *final information as required under clause 11; or**
- *10(1)(b) If the losing trader does not accept the event date proposed by the gaining trader, the losing trader must acknowledge the switch request to the registry manager and determine a different event date that—
  - o *is not earlier than the gaining trader’s proposed event date, and*
  - o *is no later than 10 business days after the date the losing trader receives notice; or**
- *10(1)(c) request that the switch be withdrawn in accordance with clause 17.*

#### **Audit observation**

The EDA file was reviewed to determine whether any Switch Move occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Switch Move process was examined and discussed with SUST staff.

#### **Audit commentary**

SUST lost one ICP (0000167583TRAE5) using the Swich Move process. SUST accepted the event date proposed by the gaining trader and provided a valid switch response code "AD". The switch was finalised within 5 business days. We reviewed files uploaded to the registry and confirm compliance.

#### **Audit outcome**

Compliant

### 4.9. Losing trader determines a different date - switch move (Clause 10(2) Schedule 11.3)

#### **Code reference**

*Clause 10(2) Schedule 11.3*

#### **Code related audit information**

*If the losing trader determines a different date, then within 10 business days of receiving notice the losing trader must also complete the switch by providing to the registry manager as described in subclause (1)(a):*

- *the event date proposed by the losing trader; and*
- *a valid switch response code; and*
- *final information as required under clause 1.*

#### **Audit observation**

The EDA file was reviewed to determine whether any Switch Move occurred.. The Switch Breach report was reviewed to identify any non-compliances.

The Switch Move process was examined and discussed with SUST staff.

#### **Audit commentary**

SUST accepted the event date proposed by the gaining trader and provided a valid switch response code "AD".

#### **Audit outcome**

Compliant

4.10. Losing trader must provide final information - switch move (Clause 11 Schedule 11.3)

#### **Code reference**

*Clause 11 Schedule 11.3*

#### **Code related audit information**

*The losing trader must provide final information to the registry manager for the purposes of clause 10(1)(a)(ii), including—*

- *the event date (clause 11(a)); and*
- *a switch event meter reading as at the event date for each meter or data storage device that is recorded in the registry with an accumulator type of C and a settlement indicator of Y (clause 11(b)); and*
- *if the switch event meter reading is not a validated meter reading, the date of the last meter reading of the meter or storage device. (clause (11(c)).*

#### **Audit observation**

The EDA file was reviewed to determine whether any Switch Move occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Switch Move process was examined and discussed with SUST staff.

#### **Audit commentary**

SUST accepted the event date proposed by the gaining trader and provided a switch event meter reading as at the event date for a meter. We reviewed the file uploaded to the registry and confirm compliance.

#### **Audit outcome**

Compliant

4.11. Gaining trader changes to switch meter reading - switch move (Clause 12 Schedule 11.3)

#### **Code reference**

### Clause 12 Schedule 11.3

#### Code related audit information

The gaining trader may use the switch event meter reading supplied by the losing trader or may, at its own cost, obtain its own switch event meter reading. If the gaining trader elects to use this new switch event meter reading, the gaining trader must advise the losing trader of the switch event meter reading and the actual event date to which it refers as follows:

- if the switch meter reading established by the gaining trader differs by less than 200 kWh from that provided by the losing trader, both traders must use the switch event meter reading provided by the gaining trader (clause 12(2)(a)); or
- if the switch event meter reading provided by the losing trader differs by 200 kWh or more from a value established by the gaining trader, the gaining trader may dispute the switch meter reading. In this case, the gaining trader, within 4 calendar months of the date the registry manager gives the gaining trader written notice of having received information about the switch completion, must provide to the losing trader a changed validated meter reading or a permanent estimate supported by 2 validated meter readings and the losing trader must either (clause 12(2)(b) and clause 12(3)):
  - advise the gaining trader if it does not accept the switch event meter reading and the losing trader and the gaining trader must resolve the dispute in accordance with the disputes procedure in clause 15.29 (with all necessary amendments) (clause 12(3)(a)); or
  - if the losing trader notifies its acceptance or does not provide any response, the losing trader must use the switch event meter reading supplied by the gaining trader. (clause 12(3)(b)).

12(2A) If the losing trader trades electricity from a non-half hour meter, with a switch event meter reading that is not from an AMI certified meter flagged Y in the registry,

- the gaining trader will trade electricity from a meter with a half hour submission type in the registry (clause 12(2A) (b)).
- the gaining trader no later than 5 business days after receiving final information from the registry manager, may provide the losing trader with a switch event meter reading from that meter. The losing trader must use that switch event meter reading. (clause 12(2B)).

#### Audit observation

The EDA file was reviewed to determine whether any Switch Move occurred. The Switch Breach report was reviewed to identify any non-compliances.

The Switch Move process was examined and discussed with SUST staff.

#### Audit commentary

SUST lost one ICP (0000167583TRAE5) using the Switch Move process. The company neither sent nor receive an RR file related to this switch. The gaining trader accepted the switch meter reading.

We checked reconciliation files calculated by JC Consulting and confirmed the switch event meter reading was used to calculate submission volumes.

#### Audit outcome

Compliant

4.12. Gaining trader informs registry of switch request - gaining trader switch (Clause 14 Schedule 11.3)

#### Code reference

Clause 14 Schedule 11.3

### Code related audit information

*The gaining trader switch process applies when a trader has an arrangement with a customer or embedded generator to trade electricity at an ICP at which the losing trader trades electricity with the customer or embedded generator, and one of the following applies at the ICP:*

- *the gaining trader will trade electricity through a half hour metering installation that is a category 3 or higher metering installation; or*
- *the gaining trader will trade electricity through a non-AMI half hour metering installation and the losing trader trades electricity through a non-AMI non half hour metering installation; or*
- *the gaining trader will trade electricity through a non-AMI non half hour metering installation and the losing trader trades electricity through a non-AMI half hour metering installation*

*If the uninvited direct sale agreement applies to an arrangement described above, the gaining trader must identify the period within which the customer or embedded generator may cancel the arrangement in accordance with section 36M of the Fair Trading Act 1986. The arrangement is deemed to come into effect on the day after the expiry of that period.*

*A gaining trader must advise the registry manager of the switch and expected event date no later than 3 business days after the arrangement comes into effect.*

*14(2) The gaining trader must include in its advice to the registry manager:*

- a) *a proposed event date; and*
- b) *that the switch type is HH.*

*14(3) The proposed event date must be a date that is after the date on which the gaining trader advises the registry manager, unless clause 14(4) applies.*

*14(4) The proposed event date is a date before the date on which the gaining trader advised the registry manager, if:*

*14(4)(a) – the proposed event date is in the same month as the date on which the gaining trader advised the registry manager; or*

*14(4)(b) – the proposed event date is no more than 90 days before the date on which the gaining trader advises the registry manager, and this date is agreed between the losing and gaining traders.*

### Audit observation

The EDA file for the audit period was reviewed to determine whether any HH switches occurred during the period. The switching process was discussed with SUST staff.

### Audit commentary

No HH switches occurred in the period covered by this audit. The company has a good understanding of the process.

### Audit outcome

Compliant

4.13. Losing trader provision of information - gaining trader switch (Clause 15 Schedule 11.3)

### Code reference

Clause 15 Schedule 11.3

### Code related audit information

*Within 3 business days after the losing trader is informed about the switch by the registry manager, the losing trader must:*

*15(a) - provide to the registry manager a valid switch response code as approved by the Authority; or*

*15(b) - provide a request for withdrawal of the switch in accordance with clause 17.*

#### **Audit observation**

The EDA file for the audit period was reviewed to determine whether any HH switches occurred during the period. The switching process was discussed with SUST staff.

#### **Audit commentary**

No HH switches occurred in the period covered by this audit. The company has a good understanding of the process.

#### **Audit outcome**

Compliant

4.14. Gaining trader to advise the registry manager - gaining trader switch (Clause 16 Schedule 11.3)

#### **Code reference**

*Clause 16 Schedule 11.3*

#### **Code related audit information**

*The gaining trader must complete the switch no later than 3 business days, after receiving the valid switch response code, by advising the registry manager of the event date.*

*If the ICP is being electrically disconnected, or if metering equipment is being removed, the gaining trader must either-*

*16(a)- give the losing trader or MEP for the ICP an opportunity to interrogate the metering installation immediately before the ICP is electrically disconnected or the metering equipment is removed; or*

*16(b)- carry out an interrogation and, no later than 5 business days after the metering installation is electrically disconnected or removed, advise the losing trader of the results and metering component numbers for each data channel in the metering installation.*

#### **Audit observation**

The EDA file for the audit period was reviewed to determine whether any HH switches occurred during the period. The switching process was discussed with SUST staff.

#### **Audit commentary**

No HH switches occurred in the period covered by this audit. The company has a good understanding of the process.

#### **Audit outcome**

Compliant

4.15. Withdrawal of switch requests (Clauses 17 and 18 Schedule 11.3)

#### **Code reference**

## Clauses 17 and 18 Schedule 11.3

### Code related audit information

A losing trader or gaining trader may request that a switch request be withdrawn at any time until the expiry of 2 calendar months after the event date of the switch.

If a trader requests the withdrawal of a switch, the following provisions apply:

- for each ICP, the trader withdrawing the switch request must provide the registry manager with (clause 18(c)):
  - o the participant identifier of the trader making the withdrawal request (clause 18(c)(i)); and
  - o the withdrawal advisory code published by the Authority. (clause 18(c)(ii))
- within 5 business days after receiving notice from the registry manager of a switch, the trader receiving the withdrawal must advise the registry manager that the switch withdrawal request is accepted or rejected. A switch withdrawal request must not become effective until accepted by the trader who received the withdrawal. (clause 18(d))
- on receipt of a rejection notice from the registry manager, in accordance with clause 18(d), a trader may re-submit the switch withdrawal request for an ICP in accordance with clause 18(c). All switch withdrawal requests must be resolved within 10 business days after the date of the initial switch withdrawal request. (clause 18(e))
- if the trader requests that a switch request be withdrawn, and the resolution of that switch withdrawal request results in the switch proceeding, within 2 business days after receiving notice from the registry manager in accordance with clause 22(b), the losing trader must comply with clauses 3,5,10 and 11 (whichever is appropriate) and the gaining trader must comply with clause 16. (clause 18(f))

### Audit observation

The EDA file and Switch Breach Report for the period covered by this audit was analysed to assess compliance. The switch withdrawal process was analysed and discussed with SUST staff.

### Audit commentary

SUST neither received nor sent NW files.

The Switching documentation describes that withdrawal can only be performed up to 2 calendar months after the event date. Withdrawals will only be declined if SUST believes processing the switch would not be applicable in the circumstances or does not comply with the Code.

### Audit outcome

Compliant

## 4.16. Metering information (Clause 21 Schedule 11.3)

### Code reference

Clause 21 Schedule 11.3

### Code related audit information

For an interrogation or validated meter reading or permanent estimate carried out in accordance with Schedule 11.3:

21(a)- the trader who carries out the interrogation, switch event meter reading must ensure that the interrogation is as accurate as possible, or that the switch event meter reading is fair and reasonable.

*21(b) and (c) - the cost of every interrogation or switch event meter reading carried out in accordance with clauses 5(b) or 11(b) or (c) must be met by the losing trader. The costs in every other case must be met by the gaining trader.*

#### **Audit observation**

Meter readings are received from MEPS. SUST relies on MEPS to provide accurate readings but as is described in relevant sections, extensive validation is conducted upon uploading readings to the RM TOOL.

#### **Audit commentary**

All meter readings used in the switching process are validated meter readings or permanent estimates. The cost of additional interrogation is covered in a commercial agreement between SUST and MEPS.

#### **Audit outcome**

Compliant

### **4.17. Switch saving protection (Clause 11.15AA to 11.15AC)**

#### **Code reference**

*Clause 11.15AA to 11.15AC*

#### **Code related audit information**

*A losing retailer (including any party acting on behalf of the retailer) must not initiate contact to save or win back any customer who is switching away or has switched away for 180 days from the date of the switch.*

*The losing retailer may contact the customer for certain administrative reasons and may make a counteroffer only if the customer initiated contact with the losing retailer and invited the losing retailer to make a counteroffer.*

*The losing retailer must not use the customer contact details to enable any other retailer (other than the gaining retailer) to contact the customer.*

#### **Audit observation**

This was discussed during the audit. The company has knowledge of their obligations.

#### **Audit commentary**

SUST Limited does not have binding terms or contracts with any consumers. The company is not planning to be part of the Switch Save protection scheme which, according to the registry records, was terminated on 31/03/2020.

Switch Save protection SUST are aware of the newly advised requirement for 180 days before any retention or marketing can be applied.

#### **Audit outcome**

Compliant



## 5. MAINTENANCE OF UNMETERED LOAD

### 5.1. Maintaining shared unmetered load (Clause 11.14)

#### Code reference

Clause 11.14

#### Code related audit information

The trader must adhere to the process for maintaining shared unmetered load as outlined in clause 11.14:

*11.14(2) - The distributor must give written notice to the traders responsible for the ICPs across which the unmetered load is shared, of the ICP identifiers of the ICPs.*

*11.14(3) - A trader who receives such a notification from a distributor must give written notice to the distributor if it wishes to add or omit any ICP from the ICPs across which unmetered load is to be shared.*

*11.14(4) - A distributor who receives such a notification of changes from the trader under (3) must give written notice to the registry manager and each trader responsible for any of the ICPs across which the unmetered load is shared.*

*11.14(5) - If a distributor becomes aware of any change to the capacity of a shared unmetered load ICP or if a shared unmetered load ICP is decommissioned, it must give written notice to all traders affected by that change as soon as practicable after that change or decommissioning.*

*11.14(6) - Each trader who receives such a notification must, as soon as practicable after receiving the notification, adjust the unmetered load information for each ICP in the list for which it is responsible to ensure that the entire shared unmetered load is shared equally across each ICP.*

*11.14(7) - A trader must take responsibility for shared unmetered load assigned to an ICP for which the trader becomes responsible as a result of a switch in accordance with Part 11.*

*11.14(8) - A trader must not relinquish responsibility for shared unmetered load assigned to an ICP if there would then be no ICPs left across which that load could be shared.*

*11.14(9) - A trader can change the status of an ICP across which the unmetered load is shared to inactive status, as referred to in clause 19 of Schedule 11.1. In that case, the trader is not required to give written notice to the distributor of the change. The amount of electricity attributable to that ICP becomes UFE.*

#### Audit observation

The LIS file was reviewed to assess if SUST trades shared unmetered load. The process to identify and monitor unmetered load was discussed.

#### Audit commentary

SUST does not intend to trade ICPs with shared unmetered load. If SUML is found at a later date, JC Consulting create consumption based on the daily kWh information either from the distributor or the registry

#### Audit outcome

Compliant

### 5.2. Unmetered threshold (Clause 10.14 (2)(b))

### Code reference

Clause 10.14 (2)(b)

### Code related audit information

The reconciliation participant must ensure that unmetered load does not exceed 3,000 kWh per annum, or 6,000 kWh per annum if the load is predictable and of a type approved and published by the Authority.

### Audit observation

The LIS file was reviewed to assess if SUST trades unmetered load. The process to identify and monitor unmetered load was discussed.

### Audit commentary

There are no plans to trade unmetered load ICPs in the foreseeable future. It is not the intention of SUST to take on UML ICPs. It is part of the validation process in accepting the customer.

### Audit outcome

Not applicable

## 5.3. Unmetered threshold exceeded (Clause 10.14 (5))

### Code reference

Clause 10.14 (5)

### Code related audit information

If the unmetered load limit is exceeded the retailer must:

- within 20 business days, commence corrective measure to ensure it complies with Part 10
- within 20 business days of commencing the corrective measure, complete the corrective measures
- no later than 10 business days after it becomes aware of the limit having been exceeded, advise each participant who is or would be expected to be affected of:
  - o the date the limit was calculated or estimated to have been exceeded
  - o the details of the corrective measures that the retailer proposes to take or is taking to reduce the unmetered load.

### Audit observation

The LIS file was reviewed to assess if SUST trades unmetered load. The process to identify and monitor unmetered load was discussed.

### Audit commentary

There are no plans to trade unmetered load ICPs.

### Audit outcome

Not applicable

## 5.4. Distributed unmetered load (Clause 11 Schedule 15.3, Clause 15.37B)

### Code reference

Clause 11 Schedule 15.3, Clause 15.37B

### Code related audit information

*An up-to-date database must be maintained for each type of distributed unmetered load for which the retailer is responsible. The information in the database must be maintained in a manner that the resulting submission information meets the accuracy requirements of clause 15.2.*

*A separate audit is required for distributed unmetered load data bases.*

*The database must satisfy the requirements of Schedule 15.5 with regard to the methodology for deriving submission information.*

#### **Audit observation**

We reviewed the LIS files and the Audit Compliance report for the period covered by this audit. We discussed the company policy in relation to trading distributed unmetered load ICPs.

#### **Audit commentary**

The review of registry files showed that SUST has not been trading distributed unmetered load. SUST does not intend to trade ICPs with distributed unmetered load.

#### **Audit outcome**

Not applicable

## 6. GATHERING RAW METER DATA

### 6.1. Electricity conveyed & notification by embedded generators (Clause 10.13, Clause 10.24 and 15.13)

#### Code reference

*Clause 10.13, Clause 10.24 and Clause 15.13*

#### Code related audit information

*A participant must use the quantity of electricity measured by a metering installation as the raw meter data for the quantity of electricity conveyed through the point of connection.*

*This does not apply if data is estimated or gifted in the case of embedded generation under clause 15.13.*

*A trader must, for each electrically connected ICP that is not also an NSP, and for which it is recorded in the registry as being responsible, ensure that:*

- *there are 1 or more metering installations*
- *all electricity conveyed is quantified in accordance with the Code*
- *it does not use subtraction to determine submission information for the purposes of Part 15.*

*An embedded generator must give notification to the reconciliation manager for an embedded generating station, if the intention is that the embedded generator will not be receiving payment from the clearing manager or any other person through the point of connection to which the notification relates.*

#### Audit observation

The LIS and EDA files were reviewed. It was discussed with SUST staff.

#### Audit commentary

All installations are metered. The company does not trade installations with embedded generation (solar).

Meters are read by MEPs and JC Consulting downloads meter data from their servers, which are used to create volume files, and submit to the reconciliation manager.

SUST is also aware of bridged metering but do not intend to carry out this practice. If installations are found to be bridged after switching, in SUST will estimate volumes for the period of the switch and arrange for metering to be reconnected.

No subtraction will be used to determine submission information.

#### Audit outcome

Compliant

### 6.2. Responsibility for metering at GIP (Clause 10.26 (6), (7) and (8))

#### Code reference

*Clause 10.26 (6), (7) and (8)*

#### Code related audit information

*For each proposed metering installation or change to a metering installation that is a connection to the grid, the participant, must:*

- *provide to the grid owner a copy of the metering installation design (before ordering the equipment)*

- provide at least 3 months for the grid owner to review and comment on the design
- respond within 3 business days of receipt to any request from the grid owner for additional details or changes to the design
- ensure any reasonable changes from the grid owner are carried out.

The participant responsible for the metering installation must:

- advise the reconciliation manager of the certification expiry date not later than 10 business days after certification of the metering installation
- become the MEP or contract with a person to be the MEP
- advise the reconciliation manager of the MEP identifier no later than 20 days after entering into a contract or assuming responsibility to be the MEP.

#### Audit observation

This clause is not applicable to SUST.

#### Audit commentary

This clause is not applicable to SUST.

#### Audit outcome

Not applicable

### 6.3. Certification of control devices (Clause 33 Schedule 10.7 and clause 2(2) Schedule 15.3)

#### Code reference

Clause 33 Schedule 10.7 and clause 2(2) Schedule 15.3

#### Code related audit information

The reconciliation participant must advise the metering equipment provider if a control device is used to control load or switch meter registers.

The reconciliation participant must ensure the control device is certified prior to using it for reconciliation purposes.

#### Audit observation

The LIS file was reviewed to identify which profiles are used for reconciliation purposes, to determine if any profiles used require the certification of any control devices.

#### Audit commentary

RPS and PV1 profiles are used by SUST. No control devices are required for these types of profiles.

#### Audit outcome

Compliant

### 6.4. Reporting of defective metering installations (Clause 10.43(2) and (3))

#### Code reference

Clause 10.43(2) and (3)

#### Code related audit information

If a participant becomes aware of an event or circumstance that led it to believe a metering installation could be inaccurate, defective, or not fit for purpose they must:

- *advise the MEP*
- *include in the advice all relevant details.*

#### **Audit observation**

The process related to defective installations was examined. SUST are aware of the requirement and monitors data and event logs.

#### **Audit commentary**

Event logs provided by MEPs are monitored. If an ICP is found to be switched in with bypassed metering, SUST will instruct the MEP to arrange reconnection and provide notification of how long the bypass had been in place to be able to arrange for estimated readings for the period affected.

JC Consulting validates data provided by MEPs and runs reports to identify anomalies in meter readings which could indicate defective metering installations.

No bridged meters were identified during the audit period.

#### **Audit outcome**

Compliant

### 6.5. Collection of information by certified reconciliation participant (Clause 2 Schedule 15.2)

#### **Code reference**

*Clause 2 Schedule 15.2*

#### **Code related audit information**

*Only a certified reconciliation participant may collect raw meter data, unless only the MEP can interrogate the meter, or the MEP has an arrangement which prevents the reconciliation participant from electronically interrogating the meter:*

*2(2) - The reconciliation participant must collect raw meter data used to determine volume information from the services interface or the metering installation or from the MEP.*

*2(3) - The reconciliation participant must ensure the interrogation cycle is such that it does not exceed the maximum interrogation cycle in the registry.*

*2(4) - The reconciliation participant must interrogate the meter at least once every maximum interrogation cycle.*

*2(5) - When electronically interrogating the meter the participant must:*

- a) ensure the system is to within +/- 5 seconds of NZST or NZDST*
- b) compare the meter time to the system time*
- c) determine the time error of the metering installation*
- d) if the error is less than the maximum permitted error, correct the meter's clock*
- e) if the time error is greater than the maximum permitted error then:
 
  - i) correct the metering installation's clock*
  - ii) compare the metering installation's time with the system time*
  - iii) correct any affected raw meter data.**
- f) download the event log.*

*2(6) – The interrogation systems must record:*

- *the time*
- *the date*
- *the extent of any change made to the meter clock.*

### Audit observation

Meter readings are collected by MEPs. Interrogation requirements and clock synchronisations were reviewed as part of the MEPs' audits.

### Audit commentary

All metering data is collected from MEPs by JC Consulting, who carries out all the data gathering, storage, reporting and submission requirements. A copy of the metering data will be provided to SUST.

Assessment of compliance with this clause is part of the MEPs' audit.

The interrogation systems requirements were examined as part of the MEP audits and found to be compliant.

The MEPs provide clock synchronisation and event reports. When clock synchronisation notifications are received, they are used to determine whether any action is required.

### Audit outcome

Compliant

## 6.6. Derivation of meter readings (Clause 3(1), 3(2) and 5 Schedule 15.2)

### Code reference

Clause 3(1), 3(2) and 5 Schedule 15.2

### Code related audit information

*All meter readings must in accordance with the participants certified processes and procedures and using its certified facilities be sourced directly from raw meter data and, if appropriate, be derived and calculated from financial records.*

*All validated meter readings must be derived from meter readings.*

*A meter reading provided by a consumer may be used as a validated meter reading only if another set of validated meter readings not provided by the consumer are used during the validation process.*

*During the manual interrogation of each NHH metering installation the reconciliation participant must:*

- a) obtain the meter register*
- b) ensure seals are present and intact*
- c) check for phase failure (if supported by the meter)*
- d) check for signs of tampering and damage*
- e) check for electrically unsafe situations.*

*If the relevant parts of the metering installation are visible and it is safe to do so.*

### Audit observation

Data collection was reviewed. Meters are read by MEPs. Customer reads are not accepted.

### Audit commentary

All reads are received from the MEP, or via the switching process. MEPs are responsible for the collection of data.

SUST do not complete any manual readings or accept customer readings.

### Audit outcome

Compliant

## 6.7. NHH meter reading application (Clause 6 Schedule 15.2)

### Code reference

Clause 6 Schedule 15.2

### Code related audit information

*For NHH switch event meter reads, for the gaining trader the reading applies from 0000 hours on the day of the relevant event date and for the losing trader at 2400 hours at the end of the day before the relevant event date.*

*In all other cases, All NHH readings apply from 0000hrs on the day after the last meter interrogation up to and including 2400hrs on the day of the meter interrogation.*

### Audit observation

The switch read from the CS file is used as a start read for NHH ICPs. Consecutive readings apply from 0000hrs on the day after the last meter interrogation up to and including 2400hrs on the day of the meter interrogation.

This was discussed with SUST staff, and the data collection process was examined. The EDA file, the Registry, and reconciliation submission files were checked.

### Audit commentary

Compliance confirmed based on scenarios as described in **section 12.11**. Compliance was confirmed.

### Audit outcome

Compliant

## 6.8. Interrogate meters once (Clause 7(1) and (2) Schedule 15.2)

### Code reference

Clause 7(1) and (2) Schedule 15.2

### Code related audit information

*Each reconciliation participant must ensure that a validated meter reading is obtained in respect of every meter register for every non half hour metered ICP for which the participant is responsible, at least once during the period of supply to the ICP by the reconciliation participant and used to create volume information.*

*This may be a validated meter reading at the time the ICP is switched to, or from, the reconciliation participant.*

*If exceptional circumstances prevent a reconciliation participant from obtaining the validated meter reading, the reconciliation participant is not required to comply with clause 7(1).*

### Audit observation

The company policy is to read all meters, "Active" and "Inactive".

The process for missing reads was examined and discussed with SUSTs' staff. Meter Frequency reports submitted to the Authority by JC Consulting were analysed (Nov 2021 to March 2022). The first ICP was gained in Nov 2021.

### Audit commentary

Both JC Consulting and SUST will closely monitor the frequency of meter readings.



SUST stated that they obtained a meter register, at least once during the period of supply, for all non half hour metered ICPs that they are responsible for.

#### **Audit outcome**

Compliant

### **6.9. NHH meters interrogated annually (Clause 8(1) and (2) Schedule 15.2)**

#### **Code reference**

*Clause 8(1) and (2) Schedule 15.2*

#### **Code related audit information**

*At least once every 12 months, each reconciliation participant must obtain a validated meter reading for every meter register for non-half hour metered ICPs, at which the reconciliation participant trades continuously for each 12 month period.*

*If exceptional circumstances prevent a reconciliation participant from obtaining the validated meter reading, the reconciliation participant is not required to comply with clause 8(1).*

#### **Audit observation**

The process for missing reads was examined and discussed with SUSTs' staff. Meter Reading Frequency reports are submitted monthly by JC Consulting to the Authority.

#### **Audit commentary**

The Meter Reading Frequency report for SUST is created by JC Consulting.

This clause is not applicable because SUST started trading on 23 November 2021, so have been trading less than 12 months.

#### **Audit outcome**

Not applicable

### **6.10. NHH meters 90% read rate (Clause 9(1) and (2) Schedule 15.2)**

#### **Code reference**

*Clause 9(1) and (2) Schedule 15.2*

#### **Code related audit information**

*In relation to each NSP, each reconciliation participant must ensure that for each NHH ICP at which the reconciliation participant trades continuously for each 4 months, for which consumption information is required to be reported into the reconciliation process. A validated meter reading is obtained at least once every 4 months for 90% of the non-half hour metered ICPs.*

*A report is to be sent to the Authority providing the percentage, in relation to each NSP, for which consumption information has been collected no later than 20 business days after the end of each month.*

*If exceptional circumstances prevent a reconciliation participant from obtaining the validated meter reading, the reconciliation participant is not required to comply with clause 9(1).*

#### **Audit observation**

The process for missing reads was examined and discussed with SUST's staff. Meter Reading Frequency reports are submitted monthly by JC Consulting to the Authority. We reviewed the Meter Reading Frequency reports for the audit period to check if the company had reached 90% attainment of reads.

### Audit commentary

SUST switched in their first ICP on 23 November 2021. JC Consulting submits monthly Meter Frequency Reports to the Authority. All meters are read regularly, the company had reached 100% attainment of reads.

### Audit outcome

Compliant

## 6.11. NHH meter interrogation log (Clause 10 Schedule 15.2)

### Code reference

Clause 10 Schedule 15.2

### Code related audit information

*The following information must be logged as the result of each interrogation of the NHH metering:*

*10(a) - the means to establish the identity of the individual meter reader*

*10(b) - the ICP identifier of the ICP, and the meter and register identification*

*10(c) - the method being used for the interrogation and the device ID of equipment being used for interrogation of the meter.*

*10(d) - the date and time of the meter interrogation.*

### Audit observation

MEPs providing NHH reads are obliged to maintain such a log.

### Audit commentary

Compliance with this clause is assessed during MEPs audits.

### Audit outcome

Compliant

## 6.12. HHR data collection (Clause 11(1) Schedule 15.2)

### Code reference

Clause 11(1) Schedule 15.2

### Code related audit information

*Raw meter data from all electronically interrogated metering installations must be obtained via the services access interface.*

*This may be carried out by a portable device or remotely.*

### Audit observation

The LIS file was reviewed.

### Audit commentary

SUST is responsible for NHH ICPs only.

### Audit outcome

Not applicable

## 6.13. HHR interrogation data requirement (Clause 11(2) Schedule 15.2)

### Code reference

Clause 11(2) Schedule 15.2

### Code related audit information

The following information is collected during each interrogation:

11(2)(a) - the unique identifier of the data storage device

11(2)(b) - the time from the data storage device at the commencement of the download unless the time is within specification and the interrogation log automatically records the time of interrogation

11(2)(c) - the metering information, which represents the quantity of electricity conveyed at the point of connection, including the date and time stamp or index marker for each half hour period. This may be limited to the metering information accumulated since the last interrogation

11(2)(d) - the event log, which may be limited to the events information accumulated since the last interrogation

11(2)(e) - an interrogation log generated by the interrogation software to record details of all interrogations.

The interrogation log must be examined by the reconciliation participant responsible for collecting the data and appropriate action must be taken if problems are apparent or an automated software function flags exceptions.

### Audit observation

The LIS file was reviewed.

### Audit commentary

SUST is responsible for NHH ICPs only.

### Audit outcome

Not applicable

## 6.14. HHR interrogation log requirements (Clause 11(3) Schedule 15.2)

### Code reference

Clause 11(3) Schedule 15.2

### Code related audit information

The interrogation log forms part of the interrogation audit trail and, as a minimum, must contain the following information:

11(3)(a)- the date of interrogation

11(3)(b)- the time of commencement of interrogation

11(3)(c)- the operator identification (if available)

11(3)(d)- the unique identifier of the meter or data storage device

11(3)(e)- the clock errors outside the range specified in Table 1 of clause 2

11(3)(f)- the method of interrogation

*11(3)(g)- the identifier of the reading device used for interrogation (if applicable).*

**Audit observation**

The LIS file was reviewed..

**Audit commentary**

SUST is responsible for NHH ICPs only.

**Audit outcome**

Not applicable

## 7. STORING RAW METER DATA

### 7.1. Trading period duration (Clause 13 Schedule 15.2)

#### Code reference

Clause 13 Schedule 15.2

#### Code related audit information

*The trading period duration, normally 30 minutes, must be within  $\pm 0.1\%$  ( $\pm 2$  seconds).*

#### Audit observation

SUST is responsible for NHH ICPs only.

#### Audit commentary

SUST is responsible for NHH ICPs only.

#### Audit outcome

Not applicable

### 7.2. Archiving and storage of raw meter data (Clause 18 Schedule 15.2)

#### Code reference

Clause 18 Schedule 15.2

#### Code related audit information

*A reconciliation participant who is responsible for interrogating a metering installation must archive all raw meter data and any changes to the raw meter data for at least 48 months, in accordance with clause 8(6) of Schedule 10.6.*

*Procedures must be in place to ensure that raw meter data cannot be accessed by unauthorised personnel.*

*Meter readings cannot be modified without an audit trail being created.*

#### Audit observation

Raw meter data is retained by MEPs, and compliance is assessed as part of their MEP audits. Processes to archive and store raw meter data were reviewed.

#### Audit commentary

All meter reading data is archived and is retained by SUST.

A review of JC Consulting's audit trails confirmed that reads cannot be modified without an audit trail being created. Access to modify readings is restricted.

#### Audit outcome

Compliant

### 7.3. Non metering information collected / archived (Clause 21(5) Schedule 15.2)

#### Code reference

Clause 21(5) Schedule 15.2

#### Code related audit information

*All relevant non-metering information, such as external control equipment operation logs, used in the determination of profile data must be collected, and archived in accordance with clause 18.*

**Audit observation**

SUST is using the RPS profile for reconciliation submissions. No external control equipment is used.

**Audit commentary**

No non-metering information is collected by SUST.

**Audit outcome**

Compliant

## 8. CREATING AND MANAGING (INCLUDING VALIDATING, ESTIMATING, STORING, CORRECTING AND ARCHIVING) VOLUME INFORMATION

### 8.1. Correction of NHH meter readings (Clause 19(1) Schedule 15.2)

#### Code reference

Clause 19(1) Schedule 15.2

#### Code related audit information

*If a reconciliation participant detects errors while validating non-half hour meter readings, the reconciliation participant must:*

*19(1)(a) - confirm the original meter reading by carrying out another meter reading*

*19(1)(b) - replace the original meter reading the second meter reading (even if the second meter reading is at a different date)*

*19(1A) if a reconciliation participant detects errors while validating non half hour meter readings, but the reconciliation participant cannot confirm the original meter reading or replace it with a meter reading from another interrogation, the reconciliation participant must:*

- *substitute the original meter reading with an estimated reading that is marked as an estimate; and*
- *subsequently replace the estimated reading in accordance with clause 4(2)*

#### Audit observation

We checked the process for correction and whether there were any examples.

The correction of NHH meter readings is done by JC Consulting in consultation with SUST if such a need arises.

#### Audit commentary

According to the process, if errors are detected, in the first instance a MEP will be contacted asking to read the meter again. If the original meter reading cannot be confirmed or replaced, JC Consulting will estimate data. The agent will conduct the process and then will liaise with SUST to advise this has occurred and the reason.

There were no NHH meter readings conducted during the audit period.

#### Audit outcome

Compliant

### 8.2. Correction of HHR metering information (Clause 19(2) Schedule 15.2)

#### Code reference

Clause 19(2) Schedule 15.2

#### Code related audit information

*If a reconciliation participant detects errors while validating half hour meter readings, the reconciliation participant must correct the meter readings as follows:*

*19(2)(a) - if the relevant metering installation has a check meter or data storage device, substitute the original meter reading with data from the check meter or data storage device; or*

*19(2)(b) - if the relevant metering installation does not have a check meter or data storage device, substitute the original meter reading with data from another period provided:*

- (i) *The total of all substituted intervals matches the total consumption recorded on a meter, if available; and*
- (ii) *The reconciliation participant considers the pattern of consumption to be materially similar to the period in error*

#### **Audit observation**

SUST is responsible for NHH ICPs only.

#### **Audit commentary**

SUST is responsible for NHH ICPs only.

#### **Audit outcome**

Compliant

### 8.3. Error and loss compensation arrangements (Clause 19(3) Schedule 15.2)

#### **Code reference**

*Clause 19(3) Schedule 15.2*

#### **Code related audit information**

*A reconciliation participant may use error compensation and loss compensation as part of the process of determining accurate data. Whichever methodology is used, the reconciliation participant must document the compensation process and comply with audit trail requirements set out in the Code.*

#### **Audit observation**

Error and loss compensation was discussed during the audit.

#### **Audit commentary**

SUST does not trade any installation for which error compensation and loss compensation needs to be applied to determine accurate data.

#### **Audit outcome**

Not applicable

### 8.4. Correction of HHR and NHH raw meter data (Clause 19(4) and (5) Schedule 15.2)

#### **Code reference**

*Clause 19(4) and (5) Schedule 15.2*

#### **Code related audit information**

*In correcting a meter reading in accordance with clause 19, the raw meter data must not be overwritten. If the raw meter data and the meter readings are the same, an automatic secure backup of the affected data must be made and archived by the processing or data correction application.*

*If data is corrected or altered, a journal must be generated and archived with the raw meter data file. The journal must contain the following:*

*19(5)(a)- the date of the correction or alteration*

*19(5)(b)- the time of the correction or alteration*

*19(5)(c)- the operator identifier for the person within the reconciliation participant who made the correction or alteration*



*19(5)(d)- the half-hour metering data or the non-half hour metering data corrected or altered, and the total difference in volume of such corrected or altered data*

*19(5)(e)- the technique used to arrive at the corrected data*

*19(5)(f)- the reason for the correction or alteration.*

#### **Audit observation**

JC Consulting does not have access to raw data. The company receive only a copy of raw data from MEPs.

#### **Audit commentary**

Raw meter data is held by MEPs, and compliance is recorded in their MEP audits.

JC Consulting only corrects working data if necessary, and they keep an appropriate audit trail. Any changes to data in the RM TOOL will be journaled. There were no corrections of NHH data during the audit period.

#### **Audit outcome**

Compliant

## 9. ESTIMATING AND VALIDATING VOLUME INFORMATION

### 9.1. Identification of readings (Clause 3(3) Schedule 15.2)

#### Code reference

*Clause 3(3) Schedule 15.2*

#### Code related audit information

*All estimated readings and permanent estimates must be clearly identified as an estimate at source and in any exchange of metering data or volume information between participants.*

#### Audit observation

The estimation processes and classifications were examined during this audit. We checked that the CS switch event meter readings are correctly identified.

JC Consulting handles meter readings on SUST's behalf.

#### Audit commentary

Flags of read types are recorded correctly in the RM TOOL. We checked 3 examples to confirm compliance. JC Consulting stores the read type flag against each register read as provided by MEPs.

#### Audit outcome

Compliant

### 9.2. Derivation of volume information (Clause 3(4) Schedule 15.2)

#### Code reference

*Clause 3(4) Schedule 15.2*

#### Code related audit information

*Volume information must be directly derived, in accordance with Schedule 15.2, from:*

*3(4)(a) - validated meter readings*

*3(4)(b) - estimated readings*

*3(4)(c) - permanent estimates.*

#### Audit observation

All readings received from the MEPs are validated upon upload to the RM TOOL.

#### Audit commentary

Volume information is derived from validated NHH readings provided by the MEP. The RM TOOL has the functionality to use both validated and estimated readings to create reconciliation files.

Where AMI readings are received, volumes are sourced from the AMI metering information. Where data is missing, estimates will be created by JC Consulting.

#### Audit outcome

Compliant

### 9.3. Meter data used to derive volume information (Clause 3(5) Schedule 15.2)

#### Code reference

Clause 3(5) Schedule 15.2

#### Code related audit information

All meter data that is used to derive volume information must not be rounded or truncated from the stored data from the metering installation.

#### Audit observation

SUST provided 4 examples of data from MTRX and NGCM to demonstrate compliance.

#### Audit commentary

JC Consulting provided 4 examples of metering files provided by MTRX and NGCM. The files are stored in the RM TOOL. Metering data is neither rounded nor truncated upon uploading to the RM TOOL.

#### Audit outcome

Compliant

### 9.4. Half hour estimates (Clause 15 Schedule 15.2)

#### Code reference

Clause 15 Schedule 15.2

#### Code related audit information

*If a reconciliation participant is unable to interrogate an electronically interrogated metering installation before the deadline for providing submission information, the submission to the reconciliation manager must be the reconciliation participant's best estimate of the quantity of electricity that was purchased or sold in each trading period during any applicable consumption period for that metering installation.*

*The reconciliation participant must use reasonable endeavours to ensure that estimated submission information is within the percentage specified by the Authority.*

#### Audit observation

SUST is responsible for NHH ICPs only.

#### Audit commentary

SUST is responsible for NHH ICPs only.

#### Audit outcome

Not applicable

### 9.5. NHH metering information data validation (Clause 16 Schedule 15.2)

#### Code reference

Clause 16 Schedule 15.2

#### Code related audit information

*Each validity check of non-half hour meter readings and estimated readings must include the following:*

*16(2)(a) - confirmation that the meter reading or estimated reading relates to the correct ICP, meter, and register*

*16(2)(b) - checks for invalid dates and times*

*16(2)(c) - confirmation that the meter reading or estimated reading lies within an acceptable range compared with the expected pattern, previous pattern, or trend*

*16(2)(d) - confirmation that there is no obvious corruption of the data, including unexpected 0 values.*

#### **Audit observation**

JC Consulting validates NHH data (register reads) on import to the RM TOOL.

#### **Audit commentary**

JC Consulting adopted a validation process for NHH reads which consists of checking for high, low reads, consumption detected >10% of rollover amount, consumption on de energised sites, missing reads, negative consumption.

If a file fails validation, it is saved to an “error” folder.

#### **Audit outcome**

Compliant

### 9.6. Electronic meter readings and estimated readings (Clause 17 Schedule 15.2)

#### **Code reference**

*Clause 17 Schedule 15.2*

#### **Code related audit information**

*Each validity check of electronically interrogated meter readings and estimate readings must be at a frequency that will allow a further interrogation of the data storage device before the data is overwritten within the data storage device and before this data can be used for any purpose under the Code.*

*Each validity check of a meter reading obtained by electronic interrogation, or an estimated reading must include:*

*17(4)(a) - checks for missing data*

*17(4)(b) - checks for invalid dates and times*

*17(4)(c) - checks of unexpected 0 values*

*17(4)(d) - comparison with expected or previous flow patterns*

*17(4)(e) - comparisons of meter readings with data on any data storage device registers that are available*

*17(4)(f) - a review of meter and data storage device event list. Any event that could have affected the integrity of metering data must be investigated.*

#### **Audit observation**

JC Consulting validates meter readings obtained by electronic interrogation on import to the RM TOOL. Any estimation, if required, will be checked using graphical representation.

#### **Audit commentary**

When data is uploaded into the RM TOOL a validity check of meter readings is conducted and an exception report is created. MEPs are advised if there is an issue. There were no issues with metering data which required referral to MEPs.

MEPs provide a no read report and event report, which are reviewed.

**Audit outcome**

Compliant

## 10. PROVISION OF METERING INFORMATION TO THE GRID OWNER IN ACCORDANCE WITH SUBPART 4 OF PART 13 (CLAUSE 15.38(1)(F))

### 10.1. Generators to provide HHR metering information (Clause 13.136)

#### Code reference

Clause 13.136

#### Code related audit information

*The generator (and/or embedded generator) must provide to the grid owner connected to the local network in which the embedded generator is located, half hour metering information in accordance with clause 13.138 in relation to generating plant that is subject to a dispatch instruction:*

- *that injects electricity directly into a local network; or*
- *if the meter configuration is such that the electricity flows into a local network without first passing through a grid injection point or grid exit point metering installation.*

#### Audit observation

SUST is not a generator.

#### Audit commentary

This clause is not applicable to SUST.

#### Audit outcome

Not applicable

### 10.2. Unoffered & intermittent generation provision of metering information (Clause 13.137)

#### Code reference

Clause 13.137

#### Code related audit information

*Each generator must provide the relevant grid owner half-hour metering information for:*

- *any unoffered generation from a generating station with a point of connection to the grid 13.137(1)(a)*
- *any electricity supplied from an intermittent generating station with a point of connection to the grid. 13.137(1)(b)*

*The generator must provide the relevant grid owner with the half-hour metering information required under this clause in accordance with the requirements of Part 15 for the collection of that generator's volume information. (clause 13.137(2))*

*If such half-hour metering information is not available, the generator must provide the pricing manager and the relevant grid owner a reasonable estimate of such data. (clause 13.137(3))*

#### Audit observation

SUST is not a generator.

#### Audit commentary

This clause is not applicable to SUST.

#### Audit outcome

Not applicable

### 10.3. Loss adjustment of HHR metering information (Clause 13.138)

#### Code reference

Clause 13.138

#### Code related audit information

*The generator must provide the information required by clauses 13.136 and 13.137,*

*13.138(1)(a)- adjusted for losses (if any) relative to the grid injection point or, for embedded generators the grid exit point, at which it offered the electricity*

*13.138(1)(b)- in the manner and form that the pricing manager stipulates*

*13.138(1)(c)- by 0500 hours on a trading day for each trading period of the previous trading day.*

*The generator must provide the half-hour metering information required under this clause in accordance with the requirements of Part 15 for the collection of the generator's volume information.*

#### Audit observation

SUST is not a generator.

#### Audit commentary

This clause is not applicable to SUST.

#### Audit outcome

Not applicable

### 10.4. Notification of the provision of HHR metering information (Clause 13.140)

#### Code reference

Clause 13.140

#### Code related audit information

*If the generator provides half-hourly metering information to a grid owner under clauses 13.136 to 13.138, or 13.138A, it must also, by 0500 hours of that day, advise the relevant grid owner.*

#### Audit observation

SUST is not a generator.

#### Audit commentary

This clause is not applicable to SUST.

#### Audit outcome

Not applicable

## 11. PROVISION OF SUBMISSION INFORMATION FOR RECONCILIATION

### 11.1. Buying and selling notifications (Clause 15.3)

#### Code reference

Clause 15.3

#### Code related audit information

*Unless an embedded generator has given a notification in respect of the point of connection under clause 15.3, a trader must give notice to the reconciliation manager if it is to commence or cease trading electricity at a point of connection using a profile with a profile code other than HHR, RPS, UML, EG1, or PV1 at least five business days before commencing or ceasing trader.*

*The notification must comply with any procedures or requirements specified by the reconciliation manager.*

#### Audit observation

The LIS file was used to identify which profiles are used by SUST.

#### Audit commentary

For submissions SUST use the RPS profile. Trading notifications were not required.

#### Audit outcome

Compliant

### 11.2. Calculation of ICP days (Clause 15.6)

#### Code reference

Clause 15.6

#### Code related audit information

*Each retailer and direct purchaser (excluding direct consumers) must deliver a report to the reconciliation manager detailing the number of ICP days for each NSP for each submission file of submission information in respect of:*

*15.6(1)(a) - submission information for the immediately preceding consumption period, by 1600 hours on the 4th business day of each reconciliation period*

*15.6(1)(b) - revised submission information provided in accordance with clause 15.4(2), by 1600 hours on the 13th business day of each reconciliation period.*

*The ICP days information must be calculated using the data contained in the retailer or direct purchaser's reconciliation system when it aggregates volume information for ICPs into submission information.*

#### Audit observation

JC Consulting calculates ICP days as part of the submission process. The process for the calculation of ICP days was examined by checking 2 NSPs to confirm the AV110 (ICPDAYS) calculation was correct. We reviewed GR100 for the audit period.

#### Audit commentary

There were no differences between ICPDAYS calculated by the registry and JC Consulting on behalf of SUST.

#### Audit outcome



Compliant

**11.3. Electricity supplied information provision to the reconciliation manager (Clause 15.7)**

**Code reference**

Clause 15.7

**Code related audit information**

A retailer must deliver to the reconciliation manager its total monthly quantity of electricity supplied for each NSP, aggregated by invoice month, for which it has provided submission information to the reconciliation manager, including revised submission information for that period as non-loss adjusted values in respect of:

15.7(a) - submission information for the immediately preceding consumption period, by 1600 hours on the 4th business day of each reconciliation period

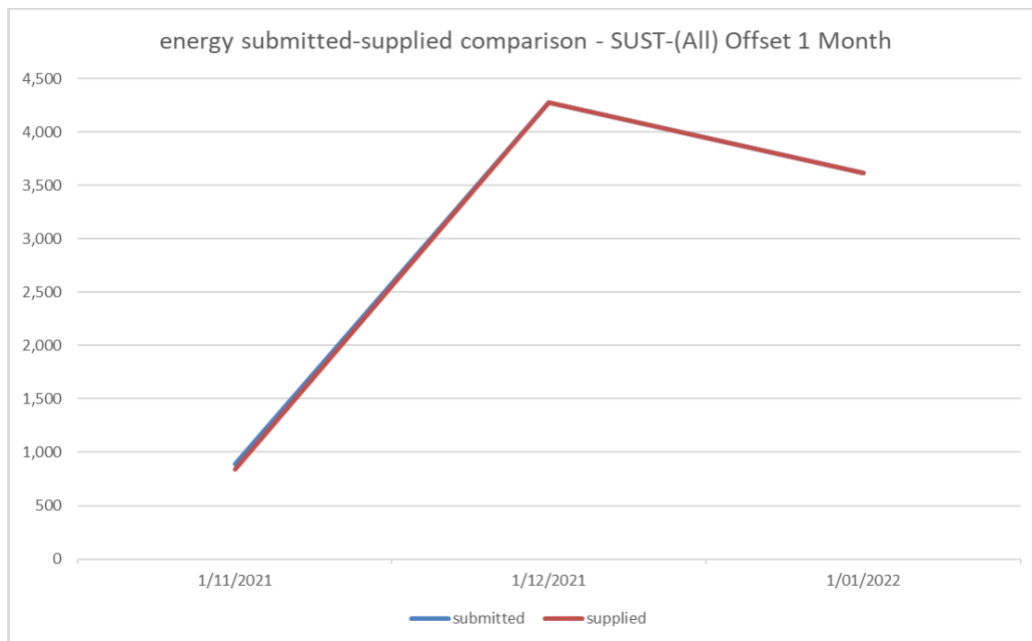
15.7(b) - revised submission information provided in accordance with clause 15.4(2), by 1600 hours on the 13th business day of each reconciliation period.

**Audit observation**

SUST provides the quantity of electricity supplied for each ICP to JC Consulting from their financial records, Xero. JC Consulting provides supplied volumes in the form of AV-120 to the reconciliation manager. We reviewed BILLED files and GR130 for the audit period

**Audit commentary**

The table below shows a comparison between volumes submitted and supplied (billed).



**Audit outcome**

Compliant

**11.4. HHR aggregates information provision to the reconciliation manager (Clause 15.8)**

**Code reference**

Clause 15.8

**Code related audit information**

*A retailer or direct purchaser (excluding direct consumers) must deliver to the reconciliation manager its total monthly quantity of electricity supplied for each half hourly metered ICP for which it has provided submission information to the reconciliation manager, including:*

*15.8(a) - submission information for the immediately preceding consumption period, by 1600 hours on the 4th business day of each reconciliation period*

*15.8(b) - revised submission information provided in accordance with clause 15.4(2), by 1600 hours on the 13th business day of each reconciliation period.*

**Audit observation**

SUST is responsible for NHH ICPs only.

**Audit commentary**

SUST is responsible for NHH ICPs only.

**Audit outcome**

Not applicable

## 12. SUBMISSION COMPUTATION

### 12.1. Daylight saving adjustment (Clause 15.36)

#### Code reference

Clause 15.36

#### Code related audit information

*The reconciliation participant must provide submission information to the reconciliation manager that is adjusted for NZDT using 1 of the techniques set out in clause 15.36(3) specified by the Authority.*

#### Audit observation

SUST is responsible for NHH ICPs only.

#### Audit commentary

SUST is responsible for NHH ICPs only.

#### Audit outcome

Not applicable

### 12.2. Creation of submission information (Clause 15.4)

#### Code reference

Clause 15.4

#### Code related audit information

*By 1600 hours on the 4th business day of each reconciliation period, the reconciliation participant must deliver submission information to the reconciliation manager for all NSPs for which the reconciliation participant is recorded in the registry as having traded electricity during the consumption period immediately before that reconciliation period (in accordance with Schedule 15.3).*

*By 1600 hours on the 13th business day of each reconciliation period, the reconciliation participant must deliver submission information to the reconciliation manager for all points of connection for which the reconciliation participant is recorded in the registry as having traded electricity during any consumption period being reconciled in accordance with clauses 15.27 and 15.28, and in respect of which it has obtained revised submission information (in accordance with Schedule 15.3).*

#### Audit observation

SUST provided reconciliation data for the period November 2021 to February 2022.

We checked for alleged breaches regarding late files.

#### Audit commentary

No breaches had been recorded for late provision of submission information.

We confirmed that SUST submits volume information on day 4 and day 13. As a part of assessing compliance, we reviewed reconciliation files NHHVOLS, ICPDAYS, and BILLED and corresponding RM files GR-100, GR-130 and GR-170 NHH.

#### Audit outcome

Compliant

### 12.3. Allocation of submission information (Clause 15.5)

## Code reference

Clause 15.5

## Code related audit information

*In preparing and submitting submission information, the reconciliation participant must allocate volume information for each ICP to the NSP indicated by the data held in the registry for the relevant consumption period at the time the reconciliation participant assembles the submission information. Volume information must be derived in accordance with Schedule 15.2.*

*However, if, in relation to a point of connection at which the reconciliation participant trades electricity, a notification given by an embedded generator under clause 15.13 for an embedded generating station is in force, the reconciliation participant is not required to comply with the above in relation to electricity generated by the embedded generating station.*

## Audit observation

JC Consulting performs thorough validation and checks volume data before submission files are sent to the reconciliation manager. Volumes are allocated for each ICP as per data held in the registry.

## Audit commentary

JC Consulting refreshes information from the registry prior to running reconciliation reports to ensure the accuracy of data (ICP statuses, NSP allocation, loss factor codes). We confirm that the AV-080 files were consistent with the registry information for months November 2021 to February 2022. We compared consecutive submissions and confirmed that all the files contained the same ICPs assigned to NSPs allocated by the registry.

The RM TOOL has the functionality to submit zero volumes for an NSP which no longer has any ICPs where a particular combination of NSP and loss factor code exists. This functionality has not been used as it was not applicable to their operation during this audit period.

## Audit outcome

Compliant

## 12.4. Grid owner volumes information (Clause 15.9)

## Code reference

Clause 15.9

## Code related audit information

*The participant (if a grid owner) must deliver to the reconciliation manager for each point of connection for all of its GXPs, the following:*

- *submission information for the immediately preceding consumption period, by 1600 hours on the 4th business day of each reconciliation period (clause 15.9(a))*
- *revised submission information provided in accordance with clause 15.4(2), by 1600 hours on the 13th business day of each reconciliation period. (clause 15.9(b))*

## Audit observation

SUST is not a grid owner.

## Audit commentary

This clause is not applicable to SUST.

## Audit outcome

Not applicable

## 12.5. Provision of NSP submission information (Clause 15.10)

### Code reference

Clause 15.10

### Code related audit information

*The participant (if a local or embedded network owner) must provide to the reconciliation manager for each NSP for which the participant has given a notification under clause 25(1) Schedule 11.1 (which relates to the creation, decommissioning, and transfer of NSPs) the following:*

- *submission information for the immediately preceding consumption period, by 1600 hours on the 4th business day of each reconciliation period (clause 15.10(a))*
- *revised submission information provided in accordance with clause 15.4(2), by 1600 hours on the 13th business day of each reconciliation period. (clause 15.10(b))*

### Audit observation

SUST is not an embedded network owner.

### Audit commentary

This clause is not applicable to SUST.

### Audit outcome

Not applicable

## 12.6. Grid connected generation (Clause 15.11)

### Code reference

Clause 15.11

### Code related audit information

*The participant (if a grid connected generator) must deliver to the reconciliation manager for each of its points of connection, the following:*

- *submission information for the immediately preceding consumption period, by 1600 hours on the 4th business day of each reconciliation period (clause 15.11(a))*
- *revised submission information provided in accordance with clause 15.4(2), by 1600 hours on the 13th business day of each reconciliation period. (clause 15.11(b))*

### Audit observation

SUST is not a generator.

### Audit commentary

This clause is not applicable to SUST.

### Audit outcome

Not applicable

## 12.7. Accuracy of submission information (Clause 15.12)

### Code reference

## Clause 15.12

### Code related audit information

*If the reconciliation participant has submitted information and then subsequently obtained more accurate information, the participant must provide the most accurate information available to the reconciliation manager or participant, as the case may be, at the next available opportunity for submission (in accordance with clauses 15.20A, 15.27, and 15.28).*

### Audit observation

The RM TOOL used by JC Consulting has a built in functionality to create revision files when more accurate data is available. SUST are aware of the requirement to notify their agent of changes to data that may affect the accuracy of submission information.

### Audit commentary

Each month, on day 13, SUST submits revision files to the reconciliation manager. SUST has a process in place which replaces previously submitted volumes with more accurate information when it is obtained. This is loaded into the RM TOOL which creates reconciliation files. SUST receives actual metering data from MEPS. There were no instances that required data to be estimated, therefore the data submitted on day 4 did not change. JC Consulting has a process in place to submit revisions regardless of whether data changes or not.

### Audit outcome

Compliant

## 12.8. Permanence of meter readings for reconciliation (Clause 4 Schedule 15.2)

### Code reference

*Clause 4 Schedule 15.2*

### Code related audit information

*Only volume information created using validated meter readings, or if such values are unavailable, permanent estimates, has permanence within the reconciliation processes (unless subsequently found to be in error).*

*The relevant reconciliation participant must, at the earliest opportunity, and no later than the month 14 revision cycle, replace volume information created using estimated readings with volume information created using validated meter readings.*

*If, despite having used reasonable endeavours for at least 12 months, a reconciliation participant has been unable to obtain a validated meter reading, the reconciliation participant must replace volume information created using an estimated reading with volume information created using a permanent estimate in place of a validated meter reading.*

### Audit observation

SUST are aware of the difference between validated readings and estimates.

Their agent, JC Consulting, will be creating volume information from validated readings and where these are not available will estimate the data. If estimation occurs this will either be replaced by an actual read or marked permanent.

SUST gained the first ICP in November 2021.

### Audit commentary

SUST has not been trading for 14 months yet.

## Audit outcome

Not applicable

### 12.9. Reconciliation participants to prepare information (Clause 2 Schedule 15.3)

#### Code reference

Clause 2 Schedule 15.3

#### Code related audit information

*If a reconciliation participant prepares submission information for each NSP for the relevant consumption periods in accordance with the Code, such submission information for each ICP must comprise the following:*

- *half hour volume information for the total metered quantity of electricity for each ICP notified in accordance with clause 11.7(2) for which there is a category 3 or higher metering installation (clause 2(1)(a)) for each ICP about which information is provided under clause 11.7(2) for which there is a category 1 or category 2 metering installation (clause 2(1)(b)):*
  - a) *any half hour volume information for the ICP; or*
  - b) *any non-half hour volumes information calculated under clauses 4 to 6 (as applicable).*
  - c) *unmetered load quantities for each ICP that has unmetered load associated with it derived from the quantity recorded in the registry against the relevant ICP and the number of days in the period, the distributed unmetered load database, or other sources of relevant information. (clause 2(1)(c))*
- *to create non half hour submission information a reconciliation participant must only use information that is dependent on a control device if (clause 2(2)):*
  - a) *the certification of the control device is recorded in the registry; or*
  - b) *the metering installation in which the control device is location has interim certification.*
- *to create submission information for a point of connection the reconciliation participant must apply to the raw meter data (clause 2(3)):*
  - a) *for each ICP, the compensation factor that is recorded in the registry (clause 2(3)(a))*
  - b) *for each NSP the compensation factor that is recorded in the metering installations most recent certification report. (clause 2(3)(b))*

#### Audit observation

JC Consulting prepares submission files on behalf of SUST.

#### Audit commentary

We assessed compliance with this clause and confirm as follows:

- all SUST metered ICPs are submitted as NHH
- no profiles requiring a certified control device were used
- no loss or compensation arrangements were required

SUST's strategy is not to trade UML.

#### Audit outcome

Compliant

### 12.10. Historical estimates and forward estimates (Clause 3 Schedule 15.3)

#### Code reference

Clause 3 Schedule 15.3

#### Code related audit information

*For each ICP that has a non-half hour metering installation, volume information derived from validated meter readings, estimated readings, or permanent estimates must be allocated to consumption periods using the following techniques to create historical estimates and forward estimates. (clause 3(1))*

*Each estimate that is a forward estimate or a historical estimate must clearly be identified as such. (clause 3(2))*

*If validated meter readings are not available for the purpose of clauses 4 and 5, permanent estimates may be used in place of validated meter readings. (clause 3(3))*

#### Audit observation

We reviewed NHHVOLS for November 2021 to February 2022.

#### Audit commentary

Historical and forward estimates were included and identified correctly.

#### Audit outcome

Compliant

### 12.11. Historical estimate process (Clause 4 and 5 Schedule 15.3)

#### Code reference

Clause 4 and 5 Schedule 15.3

#### Code related audit information

*The methodology outlined in clause 4 of Schedule 15.3 must be used when preparing historic estimates of volume information for each ICP when the relevant seasonal adjustment shape is available.*

*If a seasonal adjustment shape is not available, the methodology for preparing an historical estimate of volume information for each ICP must be the same as in clause 4, except that the relevant quantities  $kWh_{Px}$  must be prorated as determined by the reconciliation participant using its own methodology or on a flat shape basis using the relevant number of days that are within the consumption period and within the period covered by  $kWh_{Px}$ .*

#### Audit observation

Historical estimates are calculated by JC Consulting using the RM TOOL as a part of volume calculations for submissions.

#### Audit commentary

We asked the company to provide examples of calculations relevant to SUST. All meters are read remotely, no forward estimates were calculated.

The scenarios provided are listed below:

- ICP gained
- ICP lost
- Reads in the same month

We confirm that calculations were correct.

#### Audit outcome

Compliant



## 12.12. Forward estimate process (Clause 6 Schedule 15.3)

### Code reference

Clause 6 Schedule 15.3

### Code related audit information

*Forward estimates may be used only in respect of any period for which an historical estimate cannot be calculated.*

*The methodology used for calculating a forward estimate may be determined by the reconciliation participant, only if it ensures that the accuracy is within the percentage of error specified by the Authority.*

### Audit observation

Forward estimates are calculated using the RM TOOL if required. It was discussed with JC Consulting.

### Audit commentary

Forward estimates are based on the average daily consumption provided by the losing trader in the CS file, or historic consumption.

We checked GR-170NHH to analyse variances between consecutive submissions. There were no variances between revisions because the company has been trading ten ICPs, for which actual data was provided by the MEPS.

SUST does not trade any balancing area where the total energy supplied is more than 100,000 kWh.

### Audit outcome

Compliant

## 12.13. Compulsory meter reading after profile change (Clause 7 Schedule 15.3)

### Code reference

Clause 7 Schedule 15.3

### Code related audit information

*If the reconciliation participant changes the profile associated with a meter, it must, when determining the volume information for that meter and its respective ICP, use a validated meter reading or permanent estimate on the day on which the profile change is to take effect.*

*The reconciliation participant must use the volume information from that validated meter reading or permanent estimate in calculating the relevant historical estimates of each profile for that meter.*

### Audit observation

We reviewed the EDA file for the audit period. The process for meter replacement was discussed with SUSTs' staff.

### Audit commentary

There were no meter changes or profile changes during the audit period.

### Audit outcome

Compliant

## 13. SUBMISSION FORMAT AND TIMING

### 13.1. Provision of submission information to the RM (Clause 8 Schedule 15.3)

#### Code reference

*Clause 8 Schedule 15.3*

#### Code related audit information

*For each category 3 of higher metering installation, a reconciliation participant must provide half hour submission information to the reconciliation manager.*

*For each category 1 or category 2 metering installation, a reconciliation participant must provide to the reconciliation manager:*

- *Half hour submission information; or*
- *Non half hour submission information; or*
- *A combination of half hour submission information and non-half hour submission information*

*However, a reconciliation participant may instead use a profile if:*

- *The reconciliation participant is using a profile approved in accordance with clause Schedule 15.5; and*
- *The approved profile allows the reconciliation participant to provide half hour submission information from a non-half hour metering installation; and*
- *The reconciliation participant provides submission information that complies with the requirements set out in the approved profile.*

*Half hour submission information provided to the reconciliation manager must be aggregated to the following levels:*

- *NSP code*
- *reconciliation type*
- *profile*
- *loss category code*
- *flow direction*
- *dedicated NSP*
- *trading period*

*The non-half hour submission information that a reconciliation participant submits must be aggregated to the following levels:*

- *NSP code*
- *reconciliation type*
- *profile*
- *loss category code*
- *flow direction*
- *dedicated NSP*
- *consumption period or day*

#### Audit observation

SUST provided submission files for November 2021 to February 2022. Files are created in the RM TOOL and submitted using the RM portal by JC Consulting.

#### Audit commentary

JC Consulting will be carrying out this function. Compliance has been noted in previous audits and with a follow up discussion to ensure ongoing compliance has been met and no changes made.

## Audit outcome

Compliant

### 13.2. Reporting resolution (Clause 9 Schedule 15.3)

#### Code reference

Clause 9 Schedule 15.3

#### Code related audit information

*When reporting submission information, the number of decimal places must be rounded to not more than 2 decimal places.*

*If the unrounded digit to the right of the second decimal place is greater than or equal to 5, the second digit is rounded up, and*

*If the digit to the right of the second decimal place is less than 5, the second digit is unchanged.*

#### Audit observation

SUST provided submission files for November 2021 to February 2022. We reviewed the rounding of data on the AV140 reports as part of the aggregation checks.

#### Audit commentary

Submission information is appropriately rounded to no more than two decimal places.

## Audit outcome

Compliant

### 13.3. Historical estimate reporting to RM (Clause 10 Schedule 15.3)

#### Code reference

Clause 10 Schedule 15.3

#### Code related audit information

*By 1600 hours on the 13th business day of each reconciliation period the reconciliation participant must report to the reconciliation manager the proportion of historical estimates per NSP contained within its non-half hour submission information.*

*The proportion of submission information per NSP that is comprised of historical estimates must (unless exceptional circumstances exist) be:*

- *at least 80% for revised data provided at the month 3 revision (clause 10(3)(a))*
- *at least 90% for revised data provided at the month 7 revision (clause 10(3)(b))*
- *100% for revised data provided at the month 14 revision. (clause 10(3)(c))*

#### Audit observation

JC Consulting creates and submits reconciliation files on behalf of SUST. We reviewed NHHVOLS and GR-170 NHH created by the reconciliation manager for the audit period.

SUST has not traded for 14 months yet.

#### Audit commentary

We checked revision 3, submitted in the audit period. All NNHVOLS submissions met this clause requirement.

**Audit outcome**

Compliant

## CONCLUSION

### PARTICIPANT RESPONSE

Sustainability Trust would like to thank Ewa Glowacka of TEG & Associates Ltd for taking the time to perform our audit and prepare this report. We have reviewed the audit and our comments provided to Ewa.