

# ELECTRICITY INDUSTRY PARTICIPATION CODE RECONCILIATION PARTICIPANT AUDIT REPORT

For

## BROOKLYN ELECTRICITY (BRKN)

Prepared by: Allan Borcoski Borcoski Energy Services Ltd

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## EXECUTIVE SUMMARY

This reconciliation participant audit was performed at the request of Brooklyn Electricity to encompass the Authority's request for annual audits as required by clause 4 of Schedule 15.1, of the Electricity Industry Participation Code 2010. The relevant rules audited are as required by the Guidelines for Reconciliation Participants Audits V7.2, issued by the Electricity Authority.

Brooklyn Electricity operates a small hydro generation station connected to Network Tasman, and is Retailer for three ICPs, two of the ICPs are also owned by the owners of Brooklyn Electricity Limited.

Brooklyn Electricity engages AMS and JC Consulting as agents, to deliver their obligations described in The Code 2010. As a part of this audit the AMS (Agent for HHR data collection and submission) audit report, dated 4 June 2021 and the functions provided by JC Consulting were reviewed.

The audit identified 2 non-compliances however the non-compliance *15.8 HHRAGGR files do not contain electricity supplied information* does not carry any Future Risk Rating Score. The non-compliance related to clause 11.15B *Trader contracts to permit assignment by the Authority* were noted in the last two audits. Two further non-compliances from the last audit clauses 15.2 and 15.7 were cleared.

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 2 which results in an indicative audit frequency of 24 months. We agree with this recommendation.

We thank the Brooklyn Electricity for their full and complete cooperation in this audit responses to requests for information or clarification was answered in a timely manner and supporting evidence was provided.

Audit period 1 December 2019 to 31 October 2021

## AUDIT SUMMARY

### NON-COMPLIANCES

Subject	Section	Clause	Non Compliance	Controls	Audit Risk Rating	Breach Risk Rating	Remedial Action
Trader contracts to permit assignment by the Authority	2.8	11.15B	No provision in agreement with their customers to allow the Authority to assign the rights and obligations of the trader to another trader if the trader commits an event of default.	Moderate	Low	2	Identified
HHR aggregates information provision to the reconciliation manager	11.4	15.8	HHRAGGR files do not contain electricity supplied information	Strong	Low	1	Not required. The Code change required a line up with RN file specification. Breach risk rating excluded from total
Future Risk Rating						2	

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

## ISSUES

Subject	Section	Description	Issue



## 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

Brooklyn Electricity does not have any exemptions granted to exempt them from compliance with all or any of the clauses

#### Audit commentary

did not apply for any exemptions. The Electricity Authority website was checked and there are no exemptions currently in place.

### 1.2. Structure of Organisation

NL and CE Wensley is a partnership between Nicholas Lloyd Wensley and Christine Elizabeth Wensley. Brooklyn Electricity Limited is owned equally by Lloyd and Chris Wensley with 50% shareholding each. Lloyd and Chris Wensley are both directors of Brooklyn Electricity Limited.

### 1.3. Persons involved in this audit

Name	Title	Company
Lloyd Wensley	Managing Director	Brooklyn Electricity Ltd
John Candy	Consultant	JC Consulting
Julie Feasey	Senior C&I Data Services Specialist	AMS - Vector Metering
Allan Borcoski	Electricity Authority Approved Auditor	Borcoski Energy Services Ltd

### 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

Brooklyn Electricity uses AMS as the agent to provide half hour data collection and submission of consumption information to the reconciliation manager.

### Audit commentary

As a part of this audit, the AMS audit report dated 14 June 2021 was reviewed.

#### 1.5. Hardware and Software

Brooklyn Electricity does not use any special software to meet their obligations with the Code. AMS acts as the agent for HHR data management.

#### 1.6. Breaches or Breach Allegations

The Electricity Authority (EA) Website indicates there were no breaches or breach allegations lodged against Brooklyn Electricity during the audit period.

#### 1.7. ICP Data

Metering Category	(2021)	(2019)	(2018)
1	1	1	1
2	3(Includes 1 x Gen)	3(Includes 1 x Gen)	3(Includes 1 x Gen)
3	0	0	0
4	0	0	0
5	0	0	0
9	0	0	0

Status	Number of ICPs (2021)	Number of ICPs (2019)	Number of ICPs (2018)
Active (2,0)	4 (Includes 1 x Gen)	4 (Includes 1 x Gen)	4 (Includes 1 x Gen)
Inactive – new connection in progress (1,12)	0	0	0
Inactive – electrically disconnected vacant property (1,4)	0	0	0
Inactive – electrically disconnected remotely by AML meter (1,7)	0	0	0
Inactive – electrically disconnected at pole fuse (1,8)	0	0	0

Inactive – electrically disconnected due to meter disconnected (1,9)	0	1	1
Inactive – electrically disconnected at meter box fuse (1,10)	0	0	0
Inactive – electrically disconnected at meter box switch (1,11)	0	0	0
Inactive – electrically disconnected ready for decommissioning (1,6)	0	0	0
Inactive – reconciled elsewhere (1,5)	0	0	0
Decommissioned (3)	0	0	0

ICP	Description	Comment
0000003774NT9DB	<ul style="list-style-type: none"> <li>Mt Campbell Communications Tower</li> <li>Metering Category 1</li> </ul>	<ul style="list-style-type: none"> <li>STK0661</li> <li>AMSCI MEP</li> </ul>
0000042819NTC4A	<ul style="list-style-type: none"> <li>Lodge</li> <li>Metering Category 2</li> </ul>	<ul style="list-style-type: none"> <li>STK0661</li> <li>AMSCI MEP</li> </ul>
0000053263NT8CD	<ul style="list-style-type: none"> <li>Office</li> <li>Metering Category 2</li> </ul>	<ul style="list-style-type: none"> <li>STK0331</li> <li>AMSCI MEP</li> </ul>
0000031475NT4F1	<ul style="list-style-type: none"> <li>Generator 250 kW</li> <li>Metering Category 2</li> </ul>	<ul style="list-style-type: none"> <li>STK0661</li> <li>AMSCI MEP</li> </ul>

### 1.8. Authorisation Received

Brooklyn Electricity provided authorisation to Borcoski Energy Services Ltd permitting the collection of data from other parties for matters directly related to the audit.

### 1.9. Scope of Audit

This reconciliation participant audit was performed at the request of Brooklyn Electricity to encompass the Authority's request for annual audits as required by clause 4 of Schedule 15.1, of the Code to assure compliance with the Electricity Industry Participation Code 2010.

The table below shows the tasks under clause 15.38 of part 15 for which Brooklyn Electricity requires certification.

Tasks Requiring Certification Under Clause 15.38(1) of Part 15	Relevant audit	Agents Involved in Performance of Tasks
(a) - Maintaining registry information and performing customer and embedded generator switching	✓	JC Consulting
(b) – Gathering and storing raw meter data	✓	AMS
(c)(i) - Creation and management of HHR volume information	✓	AMS
(c)(ii) - Creation and management of NHH volume information	✗	
(c)(iii) - Creation and management of HHR and NHH volume information	✗	
(c)(iv) - Creation and management of dispatchable load information	✗	
(d)(i) – Calculation and delivery of ICP days under clause 15.6	✓	AMS
(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	✓	AMS
(e) – Provision of submission information for reconciliation	✓	AMS
(f) - Provision of metering information to the grid owner in accordance with subpart 4 of part 13	✗	

### 1.10. Summary of previous audit

The previous audit was conducted by Ewa Glowacka of TEG & Associates Ltd in November 2019. The following non-compliances were identified.

Subject	Section	Clause	Description	Comments
Relevant information	2.1	15.2	Incorrect calculation of ICP days.	Cleared
Trader contracts to permit assignment by the Authority	2.8	11.15B	No provision in agreement with their customers to allow the Authority to assign the rights and obligations of the trader to another trader if the trader commits an event of default.	Still exists
Electricity supplied information provision to the reconciliation manager	11.3	15.7	Incorrect supplied volumes for Dec'18	Cleared
HHR aggregates information provision to the reconciliation manager	11.4	15.8	HHRAGGR files do not contain electricity supplied information	Still exists

## 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

The LIS file, EDA file, Registry, submission files and AMS Agent Report 2021 were reviewed. This was also discussed with Brooklyn Electricity.

#### Audit commentary

Brooklyn Electricity has taken all practicable steps to ensure that information provided to others is complete and accurate.

Brooklyn Electricity engage AMS as their agent for gathering and storing raw meter data, creation and management of HHR volume information, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager.

JC Consulting provides the registry services and submits the BILLED file to the Reconciliation Manager.

MEP services are provided by AMSCI.

#### 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

This was discussed with Brooklyn Electricity. Brooklyn Electricity were asked if they were requested to provide any information by the Authority or participants.

#### Audit commentary

Brooklyn Electricity met their obligation to provide accurate information in the timeframe specified by the Code.

#### **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**

Brooklyn Electricity advised they engage AMS as the agent for the transmission of data to the reconciliation and pricing manager, and JC Consulting provides Registry services.

#### **Audit commentary**

AMS as the Brooklyn Electricity agent for the transmission of data to the reconciliation and pricing manager carry out these functions electronically using the RM portal.

JC Consulting provides the registry services using the registry web interface and sends the BILLED file to the RM using the RM portal.

The AMS audit report was reviewed, and compliance was confirmed with the above clause.

#### **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**

Brooklyn Electricity advised they engage AMS as the agent for the transmission of data to the reconciliation and pricing manager and JC Consulting provides Registry services.

#### **Audit commentary**

AMS as the Brooklyn Electricity agent for the transmission of data to the reconciliation and pricing manager carry out these functions electronically using the RM portal.

The AMS Agent audit report was reviewed and verified that a complete audit trail was examined for all data gathering, validation and processing functions. The log of these activities includes the activity identifier, date and time and operator identifier.

The RM TOOL used by JC Consulting contains a detailed audit trail for data gathering, validation, and correction. It was reviewed during this audit and found compliant.

Observation of the above confirmed compliance with this clause.

#### **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**

This was discussed with Brooklyn Electricity. Brooklyn Electricity has only 3 customer ICPs, 2 of which are the same owners of Brooklyn Electricity. The 3<sup>rd</sup> customer arrangement has been in place since 2005.

#### **Audit commentary**

There is a very close relationship Brooklyn Electricity and its customers. Brooklyn Electricity stated that any approval, authorisation or consent given by a customer will be valid for the full term of the arrangement and will cover any participant who may need to rely on that consent.

#### **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

Brooklyn Electricity received a request from its MEP AMSCI for access to carry out recertification work on an ICP during this audit period.

### Audit commentary

Brooklyn Electricity confirmed it provided access for the request above.

Brooklyn Electricity advises it would use its best endeavours under all circumstances to provide physical access to a metering installation as required by this clause, subject to health and safety requirements. Generally, access will be during normal business hours, but a customer will be asked to allow access outside of normal business hours if the matter is urgent.

### 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

This was discussed with Brooklyn Electricity. Registry checks verified Brooklyn Electricity trades category 1 and 2 metering installations only.

#### Audit commentary

Brooklyn Electricity stated metering installations are located at the point of connection for all ICPs

#### 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

This was discussed with Brooklyn Electricity.

#### Audit commentary

Brooklyn Electricity has only 3 customer ICPs, 2 of which (Mount Campbell Networks Limited and Wensley White Limited) have the same owners of Brooklyn Electricity. The 3<sup>rd</sup> customer arrangement has been in place since 2005.

Brooklyn Electricity does not have documented arrangements that include the requirements of this clause in place.

#### Audit outcome

Non-compliant

## NON-COMPLIANCE

Non-compliance	Description		
Audit Ref: 2.8 With: Clause 11.15B  From: 01-Dec-19 To: 31-Oct-21	No provision in arrangement with their customers to allow the Authority to assign the rights and obligations of the trader to another trader if the trader commits an event of default.  Potential impact: Low Actual impact: Low Audit history: More than once Controls: Moderate Breach risk rating: 2		
Audit risk rating	Rationale for audit risk rating		
<b>Low</b>	2 of the ICPs are the owners of Brooklyn Electricity. The 3 <sup>rd</sup> ICP has been a customer of Brooklyn Electricity since 2005 with an appropriate arrangement in place that suits both the customer and Brooklyn Electricity. Audit risk rating recorded as low.		
Actions taken to resolve the issue		Completion date	Remedial action status
None			Identified
Preventative actions taken to ensure no further issues will occur		Completion date	
We intend to prepare terms and conditions before the next audit.			

## 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

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for only 3 customer ICPs, 2 of which (Mount Campbell Networks Limited and Wensley White Limited) have the same owners as Brooklyn Electricity. The LIS file and Registry were also checked.

#### **Audit commentary**

Brooklyn Electricity did not add any new connections to their responsibilities during the audit period. Brooklyn Electricity advise they have new connection processes and MEP arrangements in place and are aware of their obligations under this clause. Brooklyn Electricity have no plans to grow the number of ICPs.

#### **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 trader 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:*
  - o *the trader is recorded in the registry as the trader responsible for the ICP or has an arrangement with the customer and initiates a switch within 2 business days of electrical connection*
  - o *if the ICP has metered load, 1 or more certified metering installations are in place*
  - o *if the ICP has not previously been electrically connected, the relevant distributor has given written approval of the temporary electrical connection.*

#### **Audit observation**

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for only 3 customer ICPs, 2 of which (Mount Campbell Networks Limited and Wensley White Limited) have the same owners as Brooklyn Electricity. The LIS file and Registry were also checked.

#### **Audit commentary**

Brooklyn Electricity stated it has not authorised a temporary electrical connection during the audit period.

Brooklyn Electricity are aware of their obligations under this clause.

#### **Audit outcome**

Compliant

### **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:*
  - o *the trader is recorded in the registry as the trader responsible for the ICP or has an arrangement with the customer and initiates a switch within 2 business days of electrical connection*
  - o *if the ICP has metered load, 1 or more certified metering installations are in place*
  - o *if the ICP has not previously been electrically connected, the relevant distributor has given written approval of the electrical connection.*

#### **Audit observation**

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for only 3 customer ICPs, 2 of which (Mount Campbell Networks Limited and Wensley White Limited) have the same owners as Brooklyn Electricity. The LIS, EDA files and Registry were also checked.

#### **Audit commentary**

Brooklyn Electricity did not add any new connections to their responsibilities during the audit period. Brooklyn Electricity advise they have new connection processes and MEP arrangements in place and are aware of their obligations under this clause. Brooklyn Electricity have no plans to grow the number of ICPs.

#### **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**

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs, 2 of which have the same owners as Brooklyn Electricity. The LIS, EDA files and Registry were also checked.

#### **Audit commentary**

Brooklyn Electricity trades on the Network Tasman only. Brooklyn Electricity confirm appropriate arrangements are in place with Network Tasman.

Checks confirm AMSCI is the MEP for all metering installations at ICPs Brooklyn Electricity are responsible for.

#### **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**

This was discussed with Brooklyn Electricity. The LIS file and Registry were checked.

#### **Audit commentary**

It was observed that Brooklyn Electricity did not accept responsibility for any installations during this audit period.

Checks confirm AMSCI is the MEP for all metering installations at ICPs Brooklyn Electricity are responsible for.

#### **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**

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs, 2 of which have the same owners as Brooklyn Electricity. The LIS, EDA files and Registry were also checked.

#### **Audit commentary**

Brooklyn Electricity advised that no connection of an ICP in the process of switching and the switch does not proceed or is withdrawn has taken place during the audit period.

Checks of the EDA file and Registry confirm code requirements were met.

#### **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

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs only. The LIS, EDA files and Registry were also checked.

### Audit commentary

Brooklyn Electricity provided access to its MEP AMSCI to carry out recertification work on one ICP during this audit period.

Brooklyn Electricity advise any disconnection activity involving BRKN ICPs that has taken place during the audit period met this code requirement.

Checks confirmed that BRKN is the trader of record on the Registry.

### 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 with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs only. The LIS, EDA files and Registry were also checked.

### Audit commentary

Brooklyn Electricity provided access to its MEP AMSCI to carry out recertification work on two ICP during this audit period.

Brooklyn Electricity advised AMSCI is the MEP for the metering installations it is responsible for, and during the audit period no seals were broken relating to this code requirement.

### 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 with Brooklyn Electricity and AMS. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs only. The LIS, EDA files and Registry were also checked.

### Audit commentary

Brooklyn Electricity advised AMSCI is the MEP for the metering installations it is responsible for and during the audit period no "bridging" took place relating to this code requirement.



Checks confirmed no meters failed or meter reading data estimation was required during the audit period.

#### **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 discussed with Brooklyn Electricity. Invoice sample provided.

#### **Audit commentary**

Brooklyn Electricity provided an invoice sample as evidence that ICPs were printed on every invoice.

#### **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 discussed with Brooklyn Electricity. An invoice sample was provided.

#### **Audit commentary**

Brooklyn Electricity has only 3 customer ICPs, 2 of which (Mount Campbell Networks Limited and Wensley White Limited) have the same owners of Brooklyn Electricity. The 3<sup>rd</sup> customer arrangement has been in place since 2005.

Brooklyn Electricity advised that historically information on the dispute resolution scheme has not been provided in communications to customers. Brooklyn Electricity does not have a Retailer website.

This information has now been added to the invoice and a sample was provided.

#### **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 discussed with Brooklyn Electricity. An invoice sample was provided.

#### **Audit commentary**

Brooklyn Electricity has only 3 customer ICPs, 2 of which (Mount Campbell Networks Limited and Wensley White Limited) have the same owners of Brooklyn Electricity. The 3<sup>rd</sup> customer arrangement has been in place since 2005. These are business customers; Brooklyn Electricity have no Residential consumers.

Brooklyn Electricity advised that historically information on Powerswitch has not been provided in communications to customers. Brooklyn Electricity does not have a Retailer website.

This information has now been added to the invoice and a sample was provided.

#### **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 with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs only. The LIS, EDA files and Registry were also checked.

##### Audit commentary

Brooklyn Electricity did not add any new connections to their responsibilities during the audit period. Brooklyn Electricity advise they are aware of their obligations under this clause. Brooklyn Electricity have no plans to grow the number of ICPs.

##### 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

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs only. The LIS, EDA files and Registry were also checked.

#### **Audit commentary**

Brooklyn Electricity advise they are aware of their obligations under this clause.

Registry checks showed the ICP information met code requirements.

#### **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**

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs only. The LIS, EDA files and Registry were also checked.

#### **Audit commentary**

Registry checks showed the ICP information

Checks showed ICP information changes in the Registry during the audit period met code requirements.

#### **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)):*
  - o *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**

This was discussed with Brooklyn Electricity. Brooklyn Electricity is responsible for 1 generator and 3 customer ICPs only. The LIS, EDA files and Registry were also checked.

#### **Audit commentary**

Brooklyn Electricity did not connect any ICP customers or UML during the audit period.

Registry checks confirmed AMSCI is the MEP recorded correctly in the Registry for Brooklyn Electricity ICPs.

Brooklyn Electricity stated they are aware of their code requirements and obligations under this clause.

#### **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:*

- the participant identifier of the trader, as approved by the Authority (clause 9(1)(a))*
- the profile code for each profile at that ICP, as approved by the Authority (clause 9(1)(b))*
- the metering equipment provider for each category 1 metering or higher (clause 9(1)(c))*
- the type of submission information the trader will provide to the RM for the ICP (clause 9(1)(ea))*
- 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**

This was discussed with Brooklyn Electricity. The Registry was also checked.

#### **Audit commentary**

Brooklyn Electricity did not connect any ICP customers or UML during the audit period and do not intend to in future.

JC Consulting is engaged as an agent to provide Registry services.

Registry checks confirmed Brooklyn Electricity ICP information recorded in the Registry was recorded correctly.

#### **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**

This was discussed with Brooklyn Electricity. The LIS and Registry were checked.

#### **Audit commentary**

Registry checks confirmed all four Brooklyn Electricity ICPs have the correct ANZSIC code assigned.

#### **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**

This was discussed with Brooklyn Electricity. The LIS file and Registry were checked.

#### **Audit commentary**

Brooklyn Electricity did not connect any ICPs or UML during the audit period and do not intend to in future.

Registry checks confirm that all information recorded in the registry is correct.

## 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

This was discussed with Brooklyn Electricity. The LIS and Registry were checked.

#### Audit commentary

Registry checks confirmed each ICP Brooklyn Electricity are responsible for have the status “active”, is quantified by a metering installation and each has only one customer.

## 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

This was discussed with Brooklyn Electricity. The LIS file and Registry was also checked.

#### Audit commentary

Registry checks confirmed all ICPs Brooklyn Electricity are responsible for have the status “active”. No status “inactive” has been used during the audit period.

## Audit outcome

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

This was discussed with Brooklyn Electricity Staff. The LIS and Registry were checked.

#### Audit commentary

Registry checks confirmed Brooklyn Electricity have not accepted any new ICPs or have any ICPs with the status "New" or "Ready" for 24 calendar months or more. Brooklyn Electricity have not been asked by a distributor whether an ICP should continue to have New or Ready status.

#### Audit outcome

Compliant



## 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

#### 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

### 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

### 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**

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### **Audit commentary**

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

#### **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**

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### **Audit commentary**

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

#### **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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

Brooklyn Electricity advised they are aware of their code requirements and obligations under this clause.

### 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

#### 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

##### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

#### 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**

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### **Audit commentary**

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

#### **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**

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### **Audit commentary**

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

#### **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**

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### **Audit commentary**

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

### **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**

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### **Audit commentary**

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

### **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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

### 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

## 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations with respect to agents under this clause.

## 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

JC Consulting is engaged as an agent to provide Registry services.

Brooklyn Electricity advised they are aware of their code requirements and obligations under this clause.

### Audit outcome

Compliant

## 4.17. Switch protection (Clause 11.15AA to 11.15AB)

### 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 with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not switch any ICPs during the audit period. Registry checks confirmed this.

Brooklyn Electricity is not a member of the switch protection program.

Brooklyn Electricity advised they are aware of their code requirements and obligations under this clause.

#### **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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### Audit commentary

Brooklyn Electricity stated that they did not have any UML or shared UML ICPs. They trade HHR ICPs only. Checks confirm this.

This clause is not applicable. Compliance was not assessed.

#### Audit outcome

Not applicable

### 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not have any UML or shared UML ICPs. They trade HHR ICPs only. Checks confirm this.

This clause is not applicable. Compliance was not assessed.

### 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

### Audit commentary

Brooklyn Electricity stated that Brooklyn Electricity did not have any UML or shared UML ICPs. They trade HHR ICPs only. Checks confirm this.

This clause is not applicable. Compliance was not assessed.

### 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**

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### **Audit commentary**

Brooklyn Electricity stated that Brooklyn Electricity did not have any UML or shared UML ICPs. They trade HHR ICPs only. Checks confirm this.

This clause is not applicable. Compliance was not assessed.

#### **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 is 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

This was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked.

#### Audit commentary

Registry checks confirmed for each ICP Brooklyn Electricity is responsible the electricity conveyed is quantified by a HHR metering installation in accordance with the code.

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager.

Brooklyn Electricity stated Brooklyn Electricity does not use subtraction 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 was discussed with Brooklyn Electricity. The LIS, EDA files and Registry were checked

#### **Audit commentary**

Brooklyn Electricity stated Brooklyn Electricity does not have any connections to the grid.

Checks confirm this.

This clause is not applicable. Compliance was not assessed.

#### **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**

This was discussed with Brooklyn Electricity. The LIS file and Registry were checked

#### **Audit commentary**

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. This profile does not require a switch of meter registers

This clause is not applicable. Compliance was not assessed.

#### **Audit outcome**

Not applicable

### **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**

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

### **Audit commentary**

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager.

The agreement between Brooklyn Electricity and AMS requires AMS to check and validate metering data for errors and anomalies. Brooklyn Electricity will be advised of potential or actual errors and anomalies.

No events or circumstances which lead AMS to believe that any Brooklyn Electricity metering installations were defective were advised during the audit period.

The AMS audit report dated 4 June 2021 identified no non-compliance related to the above clause.

### **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 systAMS must record:*

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

#### **Audit observation**

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager.

The AMS audit report dated 4 June 2021 identified no non-compliance related to the above clause.

#### **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**

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager.

Brooklyn Electricity is not responsible for any NHH installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

The AMS audit report dated 4 June 2021 identified no non-compliance related to the above clause.

#### **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**

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

Brooklyn Electricity is not responsible for any NHH metering installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

This clause is not applicable. Compliance was not assessed.

#### **Audit outcome**

Not applicable

### **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

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity is not responsible for any NHH metering installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

This clause is not applicable. Compliance was not assessed.

### Audit outcome

Not applicable

## 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

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity is not responsible for any NHH metering installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

This clause is not applicable. Compliance was not assessed.

### 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**

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

Brooklyn Electricity is not responsible for any NHH metering installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

This clause is not applicable. Compliance was not assessed.

#### **Audit outcome**

Not applicable

### **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**

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

Brooklyn Electricity is not responsible for any NHH metering installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

This clause is not applicable. Compliance was not assessed.

#### **Audit outcome**

Not applicable

## 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

This was discussed with Brooklyn Electricity Staff. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report dated 4 June 2021 identified no non-compliance related to the above clause.

### Audit outcome

Compliant

## 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report dated 4 June 2021 outlines the data collection process confirmed that metering information collected during each automated interrogation of HHR metering is compliant with the above clause.

### Audit outcome

Compliant

## 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report dated 4 June 2021 outlines the data collection process confirmed that metering information collected during each automated interrogation of HHR metering is compliant with the above clause.



## Audit outcome

Compliant

## 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report outlines the process to ensure that the trading period duration is accurate. It states that the trading period duration, normally 30 minutes is managed through the clock synchronisation process.

#### Audit outcome

Compliant

### 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS, there is no manual data collection.

The AMS audit report states all data is archived in accordance with this clause for a period of more than 48 months. This was verified by viewing raw meter data from a prior period as part of the AMS audit. AMS state password protection was in place for meter data systems. Audit trails

would be created if raw meter data was accessed and modified. AMS confirmed, no data was modified during this audit period.

#### **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**

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

AMS does not use non-metering information to determine profile data on behalf of Brooklyn Electricity.

#### **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

This was discussed with Brooklyn Electricity. The Registry was also checked. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

Brooklyn Electricity is not responsible for any NHH metering installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

This clause is not applicable. Compliance was not assessed.

#### Audit outcome

Not applicable

### 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**

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS, there is no manual data collection.

The agreement between AMS and Brooklyn Electricity requires AMS to correct any data that is identified as incorrect.

AMS stated that no data had been identified as incorrect during this audit period. If AMS was to correct meter reading data AMS would do so using the process outlined in their audit report.

#### **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**

This was discussed with Brooklyn Electricity. The AMS audit report dated 14 June 2021 was reviewed. The most recent metering installation calibration certificates were reviewed.

#### **Audit commentary**

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS, there is no manual data collection.

The AMS audit report confirmed that there were no metering installations with external compensation factors other than ratio compensation.

#### **Audit outcome**

Compliant

#### 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

##### Audit commentary

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report stated raw meter data is not overwritten and is archived according to the requirements of this clause.

##### 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report states all estimated data is correctly identified at trading period level.

AMS stated no data was estimated for installations of Brooklyn Electricity during this audit period.

#### 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

This was discussed with Brooklyn Electricity. HHR volume submission and meter reading data files were checked. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report confirmed all volume data was sourced from validated or estimated data.

### **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**

This was discussed with Brooklyn Electricity. HHR volume submission and meter reading data files were checked. The AMS audit report dated 4 June 2021 was reviewed.

### **Audit commentary**

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report confirmed the rounding process used if required. Volume data is calculated from raw meter reading data first. Rounding to two decimal places is only applied when creating the volume submission data file.

### **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

This was discussed with Brooklyn Electricity. HHR volume submission and meter reading data files were checked. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The agreement between AMS and Brooklyn Electricity requires AMS to estimate any data that is unable to be interrogated.

If AMS was to estimate HHR data AMS would do so using the process outlined in their audit report.

AMS stated no data was estimated for installations of Brooklyn Electricity during this audit period.

### Audit outcome

Compliant

## 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity is not responsible for any NHH metering installations.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. All HHR installations are read by AMS remotely.

This clause is not applicable. Compliance was not assessed.

### Audit outcome

Not applicable

## 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 the meter and data storage device event log for any event that could have affected the integrity of metering data*

*17(4)(g) – a review of the relevant metering data where there is an event that could have affected the integrity of the metering data*

*If there is an event that could affect the integrity of the metering data (including events reported by MEPs but excluding where the MEP is responsible for investigating and remediating the event) the reconciliation must investigate and remediate any events.*

*If the event may affect the integrity or operation of the metering installation the reconciliation participant must notify the metering equipment provider.*

### Audit observation

This was discussed with Brooklyn Electricity. HHR volume submission and meter reading data files were checked. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes.

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The agreement between AMS and Brooklyn Electricity requires AMS to estimate any data that fails validation.

The AMS audit report advises “*In situations where data fails validation, and a logical reason cannot be found, the issue is referred to the trader for further investigation into possible site-specific reasons for the anomaly. A site visit is arranged if the anomaly cannot be reasonably explained*”.

AMS stated no data was estimated for installations of Brooklyn Electricity due to failed validation during this audit period.

The validation and estimation processes outlined by the AMS audit meets code requirement.

**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)

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

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

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

Brooklyn Electricity is not required to submit information to the grid owner.

This section is not applicable

### 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

This was discussed with Brooklyn Electricity. HHR volume submission and meter reading data files were checked along with the Registry. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

Brooklyn Electricity only uses the HHR profile for reconciliation submissions. There are no plans to use any other profile than HHR.

Checks confirm HHR profile was used for reconciliation submissions

#### 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

This was discussed with Brooklyn Electricity. ICPMISS reports between Dec 2020 and Oct 2021 were checked. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. All HHR installations are read electronically and remotely by AMS.

The AMS audit report confirms the process for calculating ICP days meets code requirements. Checks confirm the submission data includes the correct ICP days information.

### 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

This was discussed with Brooklyn Electricity. The AV- 120 submission files were examined. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

The BILLED file is created based on information coming from the company's financial system provided to JC Consulting by Brooklyn Electricity and it is submitted to the RM as AV-120.

The Billed and Submitted volumes were checked for the 2021 period and met the code requirement.

### 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

This was discussed with Brooklyn Electricity Staff. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

AMS provides HHRAGGR files on behalf of Brooklyn Electricity.

The HHRAGGR files are prepared at ICP level based on volume information. Clause 15.8 states that the HHRAGGR should contain electricity supplied information rather than submission information. The Reconciliation Manager Functional Specification in section 3, described HHRAGGR as HHR submission information that is aggregated per ICP for the whole month.

There is a misalignment between the Code requirements and RM file specification. It is a problem well known to the Authority and is awaiting a resolution.

### Audit outcome

Non-compliant

Non-compliance	Description		
Audit Ref: 11.4 With: 15.8  From: 01-Dec-19 To: 31-Oct-21	HHRAGGR files do not contain electricity supplied information Potential impact: Low Actual impact: Low Audit history: Several times previously Controls: Strong Breach risk rating: 1		
Audit risk rating	Rationale for audit risk rating		
<b>Low</b>	Brooklyn Electricity submits submission volumes as per the reconciliation manager specification.		
Actions taken to resolve the issue		Completion date	Remedial action status
			Identified
Preventative actions taken to ensure no further issues will occur		Completion date	
EA has approved a rule change to correct this situation in future. No action necessary or required.			

## 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

This was discussed with Brooklyn Electricity. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

This function is performed by AMS as agent for Brooklyn Electricity.

According to the AMS audit report, the company uses the “trading period run on” technique for daylight saving adjustment. Compliance was confirmed.

#### Audit outcome

Compliant

### 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

This was discussed with Brooklyn Electricity. The submission files between December 2019 and October 2021 were reviewed. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

This function is performed by AMS and JC Consulting as agents.



Submission files are created by AMS on behalf of Brooklyn Electricity. Every month AMS submitted submission information files to the reconciliation manager.

The AMS audit report outlined the process for creating the submission information files on behalf of Brooklyn Electricity, from the raw meter reading data to the volumes and aggregates information.

#### **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**

This was discussed with Brooklyn Electricity. The HHRVOLS submission files between May 2021 and August 2021 were reviewed. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

AMS submits data as the agent of Brooklyn Electricity.

AMS submits data for 4 ICPs. We reviewed reconciliation submission files provided by Brooklyn Electricity. All ICPs were allocated to the correct NSPs recorded in the registry.

#### **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**

This was discussed with Brooklyn Electricity. The Registry was checked.

#### **Audit commentary**

Brooklyn Electricity is not a Grid Owner

This clause is not applicable. Compliance was not assessed.

#### **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**

This was discussed with Brooklyn Electricity. The Registry was checked.

#### **Audit commentary**

Brooklyn Electricity does not own an embedded network.

This clause is not applicable. Compliance was not assessed.

#### **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**

This was discussed with Brooklyn Electricity. The Registry was checked.

#### **Audit commentary**

Brooklyn Electricity is not responsible for a grid connected generator.

This clause is not applicable. Compliance was not assessed.

#### **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**

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. The AMS audit report outlines the revision process used to create revision files.

No events or circumstances which lead AMS to believe that any Brooklyn Electricity metering installations were defective were advised during the audit period.

AMS stated AMS stated that no data had been identified as incorrect or estimated during this audit period. No revision files were submitted on behalf of Brooklyn Electricity.

#### **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**

This was discussed with Brooklyn Electricity. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

Checks confirm Brooklyn Electricity only uses the HHR profile for reconciliation submissions. Brooklyn Electricity is not responsible for any NHH installations.

This clause is not applicable. Compliance was not assessed.

#### **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)(ac) to 2(1)(ae)):*
  - 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 use volume information (clause 2(3))*
- *to calculate volume information the reconciliation participant must apply raw meter data :*
  - a) *for each ICP, the compensation factor that is recorded in the registry (clause 2(4)(a))*
  - b) *for each NSP the compensation factor that is recorded in the metering installations most recent certification report. (clause 2(4)(b))*

#### **Audit observation**

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

AMS are Brooklyn Electricity agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. AMS submits HHRVOLS files monthly on behalf of Brooklyn Electricity.

Checks confirm Brooklyn Electricity do not have any UML or shared UML ICPs.

Brooklyn Electricity trades ICPs using the HHR profile for reconciliation purposes. This profile does not require a switch of meter registers

No events or circumstances which lead AMS to believe that any Brooklyn Electricity metering installations were defective were advised during the audit period.

AMS stated AMS stated that no data had been identified as incorrect or estimated during this audit period. No revision files were submitted on behalf of Brooklyn Electricity.

The AMS audit report describes the process used to create submission information on behalf of Brooklyn Electricity.

#### **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**

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

Brooklyn Electricity only uses the HHR profile for reconciliation submissions. Brooklyn Electricity is not responsible for any NHH installations.

This clause is not applicable. Compliance was not assessed.

#### **Audit outcome**

Not applicable

#### 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<sub>Px</sub> 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<sub>Px</sub>.*

##### Audit observation

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

##### Audit commentary

Brooklyn Electricity only uses the HHR profile for reconciliation submissions. Brooklyn Electricity is not responsible for any NHH installations.

This clause is not applicable. Compliance was not assessed.

##### Audit outcome

Not applicable

#### 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

##### Audit observation

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity only uses the HHR profile for reconciliation submissions. Brooklyn Electricity is not responsible for any NHH installations.

This clause is not applicable. Compliance was not assessed.

### Audit outcome

Not applicable

## 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

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

### Audit commentary

Brooklyn Electricity only uses the HHR profile for reconciliation submissions as required by the code. Brooklyn Electricity does not have plans to change the profile associated with submission files.

### 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

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

#### Audit commentary

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing



manager. AMS submits HHRVOLS files monthly on behalf of Brooklyn Electricity. JC Consulting provides BILLED files.

The AMS audit report describes the process used to create submission information on behalf of Brooklyn Electricity.

#### **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**

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

AMS are Brooklyn Electricity's agent for collection of raw meter data, calculation of submission data (volume information) and the transmission of data to the reconciliation and pricing manager. AMS submits HHRVOLS files monthly on behalf of Brooklyn Electricity.

The AMS audit report confirmed that submission information is appropriately rounded to 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**

This was discussed with Brooklyn Electricity. Submission files were reviewed between December 2019 and October 2021. The LIS file and Registry were checked. The AMS audit report dated 4 June 2021 was reviewed.

#### **Audit commentary**

Brooklyn Electricity only uses the HHR profile for reconciliation submissions. Brooklyn Electricity is not responsible for any NHH installations.

This clause is not applicable. Compliance was not assessed.

#### **Audit outcome**

Not applicable

## CONCLUSION

See Executive Summary

## PARTICIPANT RESPONSE

We believe that the findings are reasonable.