

# **Guideline for dispatchable load purchaser audits**

21 August 2024

## Version control

Version	Date amended	Comments
1.0	20 June 2014	First version
2.0	28 February 2017	Updated to reflect new audit regime for 1 June 2017
2.1	16 May 2017	Final version for new audit regime 1 June 2017
3.0	21 August 2024	Updated to reflect Code amendments

## Executive summary

The Electricity Authority Te Mana Hiko (Authority) provides this guideline to promote a better understanding of, and to encourage consistency in, the methodology and processes for dispatchable load purchaser audits. This guideline is intended to provide a structured approach to audits for auditors and participants that is fair and consistent. It outlines dispatchable load purchasers' Electricity Industry Participation Code 2010 (Code) obligations, and auditors' requirements when carrying out dispatchable load purchaser audits.

This guideline describes what dispatchable load purchasers and auditors should do when carrying out audits under the Code, and the obligations of dispatchable load purchasers under the Code that they must be audited against. However, the information in this guideline does not replace the requirement for participants to know and comply with their obligations under the Code. This guideline reflects the Authority's view of best practice.

The information in this guideline is not definitive of the obligations of dispatchable load purchasers and auditors under the Code, and the responsibilities of auditors when undertaking an audit. It should not be used instead of legal advice. If there is any inconsistency between this information and the Code, the Code takes precedence. The Code is updated regularly, so participants must be aware of Code changes that may affect them and take action to ensure compliance.

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# 1. Purpose

- 1.1. This guideline is intended to provide a structured approach to audits for auditors and participants that is fair and consistent. It outlines dispatchable load purchasers' Code obligations, and auditors' requirements when carrying out dispatchable load purchaser audits.

# 2. Introduction

- 2.1. Dispatchable load purchasers must be certified under clause 15.38(1A) of the Code to carry out certain functions under the Code.
- 2.2. "Dispatchable load purchaser" is defined in Part 1 of the Code as a purchaser that purchases electricity for a dispatch-capable load station and, for the purposes of Parts 1 and 13 only, includes a dispatch notification purchaser. Other than in Parts 1 and 13, a dispatch notification purchaser is not a dispatchable load purchaser.<sup>1</sup>
- 2.3. A dispatchable load purchaser must be certified to carry out the following reconciliation process functions outlined in clause 15.38(1A)<sup>2</sup> of the Code.
  - (a) gathering and storing raw meter data
  - (b) creating and managing (including validating, estimating, storing, correcting, and archiving) dispatchable load information
  - (c) providing dispatchable load information.
- 2.4. A dispatchable load purchaser must arrange for regular audits in respect of its obligations under the Code.<sup>3</sup> The initial audit must be completed not later than four months after the date on which the system operator approves the dispatchable load purchaser as a dispatch-capable load station (DCLS) under clause 13.3A of the Code.<sup>4</sup> Further audits must be completed as specified by the Authority under clause 16A.14 or 16A.14A of the Code.<sup>5</sup>
- 2.5. In addition, the Authority may at any time decide to carry out an audit regarding a dispatchable load purchaser's obligations under the Code. The Authority may also carry out an audit at the request of another participant.
- 2.6. Clause 16A.3 requires each participant to ensure its audit is conducted by the Authority or an approved auditor from the list of auditors published by the Authority. A list of approved auditors is published on the Authority's website.

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<sup>1</sup> A dispatch-capable load station means a device or a group of devices approved as a dispatch-capable load station under clause 13.3A.

<sup>2</sup> For the purposes of subclause 1A, each reference to a reconciliation participant in Schedule 15.1 is to be read as a reference to a dispatchable load purchaser.

<sup>3</sup> Clause 15.37A is the operative clause that creates the audit requirement for dispatchable load purchasers.

<sup>4</sup> Clause 16A.25(a)

<sup>5</sup> Clause 16A.25(b)

- 2.7. Dispatchable load purchasers must give the Authority or an auditor full access to all information required for the audit within 15 business days after receiving a request, at no charge.<sup>6</sup>
- 2.8. An auditor must carry out the audit of a dispatchable load purchaser's compliance with the relevant parts of the Code within a period specified by the Authority. This period must be no earlier than three months, and no more than 36 months, after the completion date of the audit report for the reconciliation participant's previous audit.
- 2.9. Dispatchable load purchaser audits cover certain functions, which include, but are not limited to:
- (a) **Function 1:** Administrative tasks – Obligations regarding arranging for and submitting applications for approval
  - (b) **Function 2:** Operational infrastructure – Obligations regarding requirements, such as tools, transmission and security
  - (c) **Function 3:** Gathering and storing raw meter data from dispatch-capable load station metering)
  - (d) **Function 4:** Creation and maintenance of volume information – Obligations to have robust systems and processes to support requirements including methodologies set out in the Code for:
    - (i) error handling
    - (ii) estimation and validation
    - (iii) storage, archiving and audit trails.
  - (e) **Function 5:** Provision for the preparation of dispatchable load information for reconciliation in accordance with the Code.
- 2.10. The audit requirements for each of the above functions and relevant Code provisions are in the appendices to this document.

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<sup>6</sup> Clause 16A.4.

## Appendix A Functions and frequency

### Function 1: administrative tasks

#### Pre-audit

#### Relevant provisions of the Code

Code reference	Description	Notes
Part 16A	<p>The dispatchable load purchaser must appoint an auditor. The dispatchable load purchaser and the auditor should enter into a contract for the provision of auditing services. The auditor should be clear on the scope and reporting of the audit with the dispatchable load purchaser, including the:</p> <ul style="list-style-type: none"><li>• process and procedures to be audited</li><li>• Code obligations to be audited</li><li>• specific emphasis or scope that has been determined by the Authority</li><li>• the reason(s) for the audit.</li></ul> <p>The auditor may request the following types of supporting information from the dispatchable load purchaser:</p> <ul style="list-style-type: none"><li>• a copy of its last two audit reports</li><li>• a copy of any agents audit report where an agent is engaged, if there is a separate report, that is relevant to the functions to be audited</li><li>• correspondence supporting its last two audit reports</li></ul>	<p>Also refer to certification obligations under:</p> <ul style="list-style-type: none"><li>• Clause 15.38 Part 15</li><li>• Schedule 15.1 Part 15</li></ul>

Code reference	Description	Notes
	<ul style="list-style-type: none"> <li>information regarding the dispatchable load purchaser's company structure, and the names of contractors and service providers that assist with, or are used in, the functions to be audited</li> <li>a list of manufacturers of the hardware and software that assist or are used in the process that is being audited.</li> </ul> <p>The auditor obtains a letter from the dispatchable load purchaser authorising the collection of information from other parties agreed in the audit scope and requests the necessary information for the audit from those parties.</p> <p>The auditor must obtain from the Authority copies of any alleged, under investigation, or closed breaches that have occurred in the past twelve months that relate to the processes being audited.</p>	

## Post-audit

### Relevant provisions of the Code

Code reference	Description	Notes
Clause 16A.12(1)(b)	The auditor must send a draft audit report setting out the provisional findings of the audit to the dispatchable load purchaser and give the dispatchable load purchaser a reasonable opportunity to comment on the draft audit report.	More detailed processes and requirements for auditors are included in the <i>Auditor protocol</i> .
Clause 16A.12(1)(c) and (d)	The auditor must provide the final audit report to the dispatchable load purchaser after considering any comments from the dispatchable load purchaser on the draft audit report.	
Clause 16A.12(1)(e)	<p>The final audit report must specify the following:</p> <ul style="list-style-type: none"> <li>the extent to which the dispatchable load purchaser has failed to comply with the provisions of the Code</li> <li>any conditions that the auditor considers the dispatchable load purchaser must satisfy in order to comply with the Code</li> </ul>	



Code reference	Description	Notes
	<ul style="list-style-type: none"> <li>any areas for improvement</li> <li>any action that the dispatchable load purchaser has taken in respect of those conditions</li> <li>a recommended date for the next audit</li> <li>any of the dispatchable load purchaser's comments on the draft audit report that the auditor considers relevant.</li> </ul>	
Clause 16A.13	<p>The dispatchable load purchaser must give the final audit report to the Authority no later than the date by which the audit is due.</p> <p>If the final audit report identifies any breach or potential breach of the Code, the dispatchable load purchaser must provide a compliance plan to the Authority when it submits the final audit report. The compliance plan must specify the actions the dispatchable load purchaser intends to take to address any breach (or potential breach) of the Code and time frames within which the dispatchable load purchaser intends to complete those actions.</p>	
Clause 16A.14	<p>An audit is complete when the participant that is subject to the audit gives the Authority the final audit report and compliance plan (if any).</p>	
Clause 16A.15	<p>The Authority must publish the final audit, compliance plan, and the date by which the next audit must be completed, no later than 20 business days after advising the participant of the date of the next audit.</p>	

## Function 2: operational infrastructure

A.1. This table describes the Code obligations of dispatchable load purchasers (or participants) in respect of operational infrastructure. The participant is responsible for the security of metering information transmitted or transferred to other participants. This includes the maintenance of audit trails and communication logs.

## Relevant provisions of the Code

Code reference	Description	Notes
Clause 15.2	<p>A participant must take all practicable steps to ensure that information that it is required to be provided to any person under Part 15 is:</p> <ul style="list-style-type: none"> <li>• complete and accurate</li> <li>• not misleading or deceptive</li> <li>• not likely to mislead or deceive.</li> </ul> <p>If the participant becomes aware that in providing information under this Part 15, 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.</p>	Applies to provision of information under Part 15.
Clause 15.35	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. The participant must deliver the information in the format determined from time to time by the Authority.	
Clause 15.38(1A)	A reconciliation participant that is a dispatchable load purchaser must obtain and maintain certification.	
Clause 20 of Schedule 15.2	Transmissions and transfers of data related to metering 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.	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>

Code reference	Description	Notes
<p>Clause 21(1) and (2) of Schedule 15.2</p>	<p>Each reconciliation participant must ensure that a complete audit trail exists for all data gathering, validation, and processing functions of the dispatchable load purchaser.</p> <p>The audit trail must include details of information:</p> <ul style="list-style-type: none"> <li>• provided to and received from the reconciliation manager</li> <li>• provided and received from other dispatchable load purchasers and their agents.</li> </ul> <p>The audit trail must cover all archived data in accordance with clause 18.</p>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser’s alignment with this requirement.</p>
<p>Clause 21(3) and (4) of Schedule 15.2</p>	<p>The logs of communications and processing activities must form part of the audit trail, including if automated processes are in operation.</p> <p>Logs must be printed and filed as hard copy or maintained as data files, in a secure form, along with other archived information.</p> <p>The logs must include (at a minimum) the following:</p> <ul style="list-style-type: none"> <li>• an activity identifier (clause 21(4)(a))</li> <li>• the date and time of the activity (clause 21(4)(b))</li> <li>• the operator identifier (clause 21(4)(c)).</li> </ul>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser’s alignment with this requirement.</p>

### Function 3: gathering and storing raw meter data from dispatch-capable load station metering

- A.2. This table describes the Code obligations of dispatchable load purchasers (or participants) in respect of gathering and storing raw meter data from dispatch capable load stations. In summary, the dispatchable load purchaser is responsible for gathering raw meter data, including the application of accurate compensation factors to compensate for internal site losses where the meter is not located at the customer’s point of connection to the network.
- A.3. The dispatchable load purchaser is also responsible for maintaining appropriate information regarding alterations made to raw meter data. If data is corrected or altered, a journal must be generated containing information in accordance with the Code.

Code reference	Description	Notes
Clause 7 of Schedule 13.8	The system operator may impose conditions on any approval it grants a dispatchable load purchaser.	Check dispatchable load purchase is meeting the conditions for approval from the system operation. This may include conditions such as the location of the DCLS metering.
Clause 15.5B(3)	The dispatchable load purchaser must ensure there is a certified metering installation for each dispatch-capable load station.	<p>Only applies if clause 15.5B(1) applies.</p> <p>Review metering installation certification records to ensure that inspections and certifications are current.</p> <p>It is expected that if clause 15.5A applies, the same metering used for reconciliation will be used for dispatchable load.</p>
Clause 2 of Schedule 15.2	<p>The reconciliation participant must obtain raw meter data used to determine volume information (clause 2(2)):</p> <ul style="list-style-type: none"> <li>(a) from the services access interface of the meter; or</li> <li>(b) if the raw meter data can only be obtained from the metering equipment provider's back office, from the metering equipment provider.</li> </ul> <p>The reconciliation participant must ensure the interrogation cycle is such that it does not exceed the maximum interrogation cycle on the registry (clause 2(3)).</p> <p>The reconciliation participant must interrogate the meter at least once every maximum interrogation cycle (clause 2(4)).</p> <p>When electronically interrogating the meter, the reconciliation participant must (clause 2(5)):</p> <ul style="list-style-type: none"> <li>(a) ensure the system is to within +/- 5 seconds of NZST or NZDT</li> <li>(b) compare the metering installation time to the system time</li> </ul>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>

Code reference	Description	Notes
	<ul style="list-style-type: none"> <li>(c) determine the time error of the metering installation</li> <li>(d) if the time error is equal or less than the maximum permitted error, correct the metering installation's clock</li> <li>(e) if the time error is greater than the maximum permitted error then:               <ul style="list-style-type: none"> <li>(i) correct the metering installation's clock</li> <li>(ii) compare the metering installation's time with the system's clock</li> <li>(iii) correct any affected raw meter data</li> </ul> </li> <li>(f) download the event log.</li> </ul> <p>The reconciliation participant must record in the interrogation and processing system logs (clause 2(6)):</p> <ul style="list-style-type: none"> <li>(a) the time</li> <li>(b) the date</li> <li>(c) the extent of any change made to the metering installation's clock.</li> </ul>	
Clause 3(1) of Schedule 15.2	All meter readings must, in accordance with the participant's 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.	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
Clause 3(2) of Schedule 15.2	All validated meter readings must be derived from meter readings.	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
Clause 11(1) of Schedule 15.2	A dispatchable load purchaser must obtain raw meter data from all electronically interrogated metering installations via the services access interface. This may be carried out by a portable device or remotely.	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the</p>

Code reference	Description	Notes
		dispatchable load purchaser's alignment with this requirement.
Clause 11(2) of Schedule 15.2	<p>The following information must be collected by the dispatchable load purchaser during each electronic interrogation:</p> <ul style="list-style-type: none"> <li>• the unique identifier of the data storage device (clause 11(2)(a))</li> <li>• 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 (clause 11(2)(b))</li> <li>• 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 (clause 11(2)(c))</li> <li>• the event log, which may be limited to the events information accumulated since the last interrogation (clause 11(2)(d)).</li> </ul>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
Clause 11(3) of Schedule 15.2	<p>The interrogation log forms part of the interrogation audit trail and must contain the following as a minimum:</p> <ul style="list-style-type: none"> <li>• the date of interrogation (clause 11(3)(a))</li> <li>• the time of commencement of interrogation (clause 11(3)(b))</li> <li>• the operator identification (if available) (clause 11(3)(c))</li> <li>• the unique identifier of the data storage device (clause 11(3)(d))</li> <li>• the time errors outside the range specified in Table 1 of clause 2 (clause 11(3)(e))</li> <li>• the method of interrogation (clause 11(3)(f))</li> <li>• the identifier of the reading device used for interrogation (if applicable) (clause 11(3)(g)).</li> </ul>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
Clause 13 of Schedule 15.2	The trading period duration, normally 30 minutes, must be within $\pm 0.1\%$ ( $\pm 2$ seconds).	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the</p>

Code reference	Description	Notes
		dispatchable load purchaser's alignment with this requirement.
Clause 18(1) of Schedule 15.2	A dispatchable load purchaser 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.	This clause does not apply if clause 15.5B applies.  If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.
Clause 18(2) of Schedule 15.2	Each dispatchable load purchaser must ensure procedures are in place to ensure that raw meter data cannot be accessed by unauthorised personnel.	This clause does not apply if clause 15.5B applies.  If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.
Clause 18(3) of Schedule 15.2	Each dispatchable load purchaser must ensure that meter readings cannot be modified without an audit trail being created.	This clause does not apply if clause 15.5B applies.  If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.

## Function 4: creating and managing of volume information for dispatch-capable load station (DCLS) metering installations

A.4. This table describes the Code obligations of dispatchable load purchasers in respect of creating and managing of volume information for DCLS metering installations. In summary, the dispatchable load purchaser is responsible for maintaining the appropriate information regarding alterations made to raw meter data.

### Relevant provisions of the Code

Code reference	Description	Notes
Clause 19(2) of Schedule 15.2	<p>If the dispatchable load purchaser detects errors during validation of half hour meter readings, the meter readings must be corrected by the dispatchable load purchaser as follows:</p> <ul style="list-style-type: none"> <li>• if a check meter or data storage device is installed at the metering installation, data from this source may be substituted (clause 19(2)(a))</li> <li>• in the absence of any check meter or data storage device, data may be substituted from another period, if the total of all substituted intervals matches the total consumption recorded on the meter, if available, and the pattern of consumption is considered materially similar to the period in error (clause 19(2)(b)).</li> </ul>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
Clause 19(3) of Schedule 15.2	<p>If the dispatchable load purchaser carries out error compensation and loss compensation as part of the process of determining accurate data, the compensation process must be documented and must comply with audit trail requirements.</p>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
Clause 3(3) of Schedule 15.2	<p>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.</p>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the</p>



Code reference	Description	Notes
		dispatchable load purchaser's alignment with this requirement.
Clause 3(4) of Schedule 15.2	<p>Volume information must be directly derived, in accordance with Schedule 15.2, from:</p> <ul style="list-style-type: none"> <li>• validated meter readings (clause 3(4)(a))</li> <li>• estimated readings (clause 3(4)(b))</li> <li>• permanent estimates (clause 3(4)(c)).</li> </ul>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
Clause 15(1) of Schedule 15.2	<p>If a dispatchable load purchaser is unable to interrogate an electronically interrogated metering installation before the deadline for providing dispatchable load information, the dispatchable load purchaser must submit its best estimate of the quantity of electricity that was purchased in each trading period during any applicable consumption period for that metering installation.</p>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p> <p>The dispatchable load purchaser is encouraged to use reasonable endeavours to ensure that estimated dispatchable demand information is within the percentage specified by the Authority.</p>
Clause 17 of Schedule 15.2	<p>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 logger before the data is overwritten within the data logger and before this data can be used for any purpose under the Code.</p>	<p>This clause does not apply if clause 15.5B applies.</p>

Code reference	Description	Notes
	<p>Each validity check of a meter reading obtained by electronic interrogation or an estimated reading must include:</p> <ul style="list-style-type: none"> <li>• checks for missing data (clause 17(4)(a))</li> <li>• checks for invalid dates and times (clause 17(4)(b))</li> <li>• checks of unexpected 0 values (clause 17(4)(c))</li> <li>• comparison with expected or previous flow patterns (clause 17(4)(d))</li> <li>• comparisons of meter readings with data on any data storage device registers that are available (clause 17(4)(e))</li> <li>• a review of meter and data storage device event log. Any event that could have affected the integrity of metering data must be reviewed (clause 17(4)(f) and (g)).</li> </ul>	<p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
<p>Clause 19(4) of Schedule 15.2</p>	<p>In correcting a meter reading in accordance with this clause, a reconciliation participant must not overwrite the raw meter data. If the raw meter data and the meter readings are the same, the reconciliation participant must use the processing or data correction application to:</p> <ol style="list-style-type: none"> <li>a) make an automatic secure backup of the affected data; and</li> <li>b) archive the affected data.</li> </ol>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>
<p>Clause 19(5) of Schedule 15.2</p>	<p>If a reconciliation participant corrects or alters data under this clause, the reconciliation participant must generate and archive a journal that contains the following information:</p> <ol style="list-style-type: none"> <li>a) the date of the correction or alteration</li> <li>b) the time of the correction or alteration</li> </ol>	<p>This clause does not apply if clause 15.5B applies.</p> <p>If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.</p>

Code reference	Description	Notes
	<p>c) the operator identifier for the person within the reconciliation participant who made the correction or alteration</p> <p>d) the half-hour meter reading data or the non-half hour meter reading data corrected or altered, and the total difference in volume of such corrected or altered data</p> <p>e) the technique used to arrive at the corrected data</p> <p>f) the reason for the correction or alteration.</p>	

### Function 5: preparation of dispatchable load information for reconciliation (clause 15.5A to 15.5D)

A.5. This table describes the Code obligations of dispatchable load purchasers in respect of creating and managing of volume information for DCLS metering installations. In summary, the dispatchable load purchaser is responsible for maintaining the appropriate information regarding alterations made to raw meter data.

#### Relevant provisions of the Code

Code reference	Description	Notes
Clause 15.5D	<p>Each dispatchable load purchaser must provide to the reconciliation manager dispatchable load information for each GXP at which the dispatchable load purchaser has purchased electricity for a DCLS during the consumption period immediately before each reconciliation period.</p> <p>If the dispatchable load purchaser has previously provided dispatchable load information and that information has changed, revised information must be provided.</p>	<p>Information must be provided:</p> <ul style="list-style-type: none"> <li>for dispatchable load information by 16:00 on the 4th business day of each reconciliation period</li> <li>for updated dispatchable load information by 16:00 on the 13th business day of each reconciliation period.</li> </ul>

Code reference	Description	Notes
Clause 15.36(1), (2), and (3)	Submission information provided to the reconciliation manager must be adjusted for NZDT.	This adjustment must follow: <ul style="list-style-type: none"> <li>• the trading period run on technique; or</li> <li>• the trading period move technique.</li> </ul>
Clause 15.12	If the dispatchable load purchaser has provided information and then subsequently obtained more accurate information, the dispatchable load purchaser 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 15.5D and 15.20A).	
Clause 4(1) of Schedule 15.2	Only dispatchable load 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).	This clause does not apply if clause 15.5B applies.  If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.
Clause 4(2) of Schedule 15.2	Volume information created using estimated readings must be replaced at the earliest opportunity by the dispatchable load purchaser with volume information that has been created using validated meter readings or permanent estimates by, at the latest, the month 14 revision cycle.	This clause does not apply if clause 15.5B applies.  If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.
Clause 4(3) of Schedule 15.2	A dispatchable load purchaser may use a permanent estimate in place of a validated meter reading only if a dispatchable load purchaser, despite having used reasonable endeavours for at least 12 months, has been unable to obtain a validated meter reading.	This clause does not apply if clause 15.5B applies.  If clause 15.5B applies, auditors should comment on the dispatchable load purchaser's alignment with this requirement.

Code reference	Description	Notes
Clause 15.5A	<p>Each dispatchable load purchaser must prepare dispatchable load information.</p> <p>For each DCLS that has a metering installation at a point of connection (i.e. it does not fall within the scope of clause 15.5B), the dispatchable load purchaser must use volume information prepared under Schedule 15.2.</p>	<p>A DCLS that has a metering installation that is at a point of connection (ICP, NSP, GXP) must use volume information prepared under Schedule 15.2.</p>
Clause 15.5B(1)	<p>Each dispatchable load purchaser (apart from those that are at a point of connection) must prepare dispatchable load information in accordance with clause 15.5B.</p>	<p>This clause applies to DCLS metering installations that are within premises that are directly connected to a point of connection (ie, where only a portion of the load at the ICP / NSP / GXP will be dispatched).</p>
Clause 15.5B(2)(a)	<p>If clause 15.5B(1) applies, then the dispatchable load information must be prepared using volume information derived from raw meter data.</p>	
Clause 15.5C	<p>A dispatchable load purchaser must aggregate dispatchable load information to the following aggregation criteria:</p> <ul style="list-style-type: none"> <li>(i) NSP code</li> <li>(ii) dispatch-capable load station identifier</li> <li>(iii) loss category code; and</li> <li>(iv) trading period.</li> </ul> <p>The dispatch-capable load station identifier must be the identifier that has been assigned by the system operator to the DCLS.</p> <p>In the case of ICP connected customer premises, the NSP code and loss category code must be sourced from the registry records for that ICP.</p> <p>Dispatchable load information must be rounded to 2 decimal places.</p>	<p>In the case of a grid connected customer premises:</p> <ul style="list-style-type: none"> <li>• the NSP code is expected to be the NSP that the DCLS is electrically connected to</li> <li>• the loss category code should be "GRID".</li> </ul> <p>Where there are multiple metering installations to a DCLS, the dispatchable load information may be aggregated at the trading period level.</p>

Code reference	Description	Notes
		<p>Where the DCLS metering installations are internal to a customer premises, and there are different compensation factors that apply to each metering installation, the aggregation should be after the application of the compensation factor.</p> <p>Rounding should follow clause 15.5C(1)(b)(ii) and round up if the digit in the third decimal place is greater than or equal to 5, and down if the third decimal place digit is less than 5.</p>

## Appendix B Audit frequency guidance

- A.1. An auditor must recommend a date by which the dispatchable load purchaser must have completed its next audit and audit report.<sup>7</sup> This provides a range from 3 months to 36 months between audits. This is to allow for a higher level of surveillance of dispatchable load purchasers that do not have fully functional processes and a resultant lower level of compliance.
- A.2. In accordance with the risk and materiality guidelines and auditor protocol, each non-compliance identified in the dispatchable load purchaser's most relevant audit report will be assessed by the auditor. This will then be given a breach risk rating in accordance with the risk and materiality guidelines. The sum of the breach risk ratings determines the future risk rating. The future risk rating is used to determine the indicative audit frequency.
- A.3. This “indicative audit frequency” has been specifically calculated for dispatchable load purchasers and is not intended to be applied to other participant types.
- A.4. Auditors should use the indicative audit frequency table to calculate the indicative audit frequency.

### Indicative audit frequency

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

- A.5. The decision on the recommended audit date is a matter of the auditor's opinion but it should take into consideration:
- the indicative audit frequency
  - the participant's proposed resolution of breaches (including breaches that have been cleared during the audit)
  - breaches that are outside of the participant's control (either due to needing improvements in the wording of the Code, or are due to the actions of another participant)
  - any instances that pose a risk of a future breach of the Code.

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<sup>7</sup> Clause 16A.12(1)(e)(v)