

ELECTRICITY INDUSTRY PARTICIPATION CODE
DISTRIBUTED UNMETERED LOAD AUDIT REPORT



For

PARAWERA COMMUNITY LIGHTING AND
MANAWA ENERGY LIMITED
NZBN: 9429038917912

Prepared by: Rebecca Elliot

Date audit commenced: 29 March 2024

Date audit report completed: 30 May 2024

Audit report due date: 1 June 2024

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EXECUTIVE SUMMARY

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

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

The previous audit conducted recorded compliance with the Code.

The data for Parawera Community Lighting DUML load is held by Manawa in a database, with an associated map. The agreed process is that Laser Electrical Ltd, Taupo will advise Manawa of any changes made. This audit found some minor discrepancies and I recommend that contact is made with Laser Electrical on a regular basis to ensure all changes are recorded

Any changes made in the field are expected to be reported to Manawa to update the database accordingly. This audit found some minor discrepancies and I recommend that contact is made with Laser Electrical Ltd, Taupo on a regular basis to ensure all changes are recorded

One non-compliance was identified. The lighting load is very small and static; therefore, I recommend that the next audit occurs in 36 months.

AUDIT SUMMARY

NON-COMPLIANCES

Subject	Section	Clause	Non-Compliance	Controls	Audit Risk Rating	Breach Risk Rating	Remedial Action
All load recorded in database	2.5	11(2A) of Schedule 15.3	One extra light was found in the field.	Weak	Low	3	Investigating
Future Risk Rating						3	

Future risk rating	1-3	4-6	7-8	9-17	18-26	27+
Indicative audit frequency	36 months	24 months	18 months	12 months	6 months	3 months

RECOMMENDATIONS

Subject	Section	Clause	Recommendation
Database accuracy	3.1	15.2 and 15.37B(b)	Check with Laser Electrical periodically to confirm if any changes have been made in the field.

ISSUES

Subject	Section	Description	Issue
		Nil	

1. ADMINISTRATIVE

1.1. Exemptions from Obligations to Comply with Code

Code reference

Section 11 of Electricity Industry Act 2010.

Code related audit information

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

Audit observation

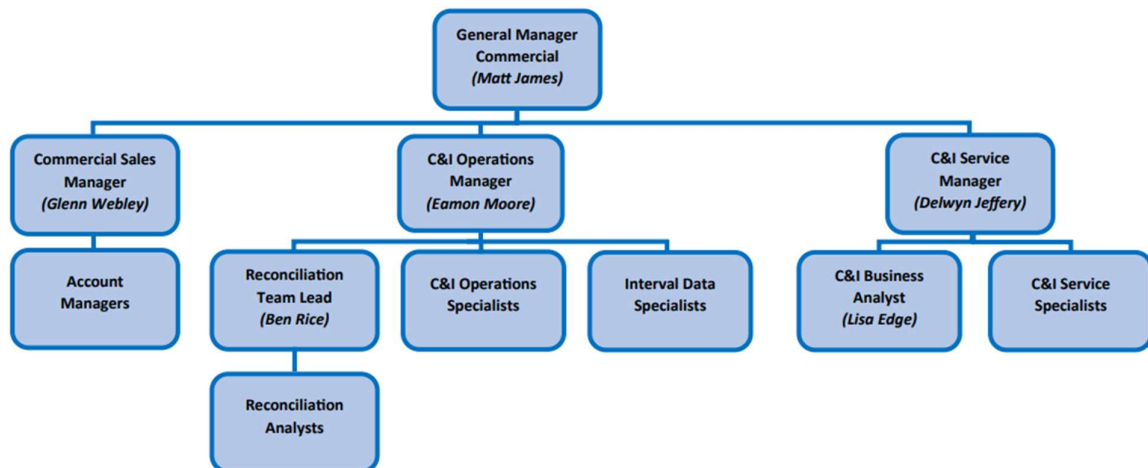
The Electricity Authority's website was reviewed to identify any exemptions relevant to the scope of this audit.

Audit commentary

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

1.2. Structure of Organisation

Manawa provided a copy of their organisational structure.



1.3. Persons involved in this audit

Auditor:

Rebecca Elliot

Veritek Limited

Electricity Authority Approved Auditor

Other personnel assisting in this audit were:

Name	Title	Company
Matt Rangi	Chairperson	Kingfishers Residents Association
Lisa Edge	Business Analyst – Commercial and Industrial	Manawa Energy
Eamon Moore	C & I Operations Manager	Manawa Energy

1.4. Hardware and Software

A database managed by Manawa records all items of load.

The database resides on the server and back up is in accordance with standard industry procedures.

Systems used by the trader to calculate submissions are assessed as part of their reconciliation participant audit.

1.5. Breaches or Breach Allegations

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

1.6. ICP Data

ICP Number	Description	NSP	Number of items of load	Database wattage (watts)
0000027345WE3E3	Parawera Sub-division Acacia Bay Taupo	WRK0331	47	7,116
Total			47	7,116

1.7. Authorisation Received

All information was provided directly by Manawa or the Chair of the Parawera Resident's Association.

1.8. Scope of Audit

The data for Parawera Community Lighting DUML load is held by Manawa in a database, with an associated map. Reporting for this is provided as and when required by Laser Electrical Ltd. Taupo. Changes seldom occur.

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

1.9. Summary of previous audit

The previous audit was completed in May 2021 by Steve Woods of Veritek Limited. One recommendation was made to correct the co-ordinates for one light. This was adopted.

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

Code reference

Clause 16A.26 and 17.295F

Code related audit information

Retailers must ensure that DUML database audits are completed:

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

Audit observation

Manawa has requested Veritek to undertake this streetlight audit.

Audit commentary

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

Audit outcome

Compliant

2. DUML DATABASE REQUIREMENTS

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

Code reference

Clause 11(1) of Schedule 15.3

Code related audit information

The retailer must ensure the:

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

Audit observation

The process for calculation of consumption was examined.

Audit commentary

Manawa reconciles this DUML load using the STL profile. The on and off times are derived from data logger information.

I recalculated the submissions for April 2024 using the data logger and database information. I confirmed that the calculation method and result was correct.

The field audit confirmed the database is within the database accuracy threshold.

Audit outcome

Compliant

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

Code reference

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

Code related audit information

The DUML database must contain:

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

Audit observation

An ICP is recorded for each item of load in the database.

Audit commentary

An ICP is recorded for each item of load in the database.

Audit outcome

Compliant

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

Code reference

Clause 11(2)(b) of Schedule 15.3

Code related audit information

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

Audit observation

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

Audit commentary

The database contains a map reference and GPS coordinates for all items of load. The accuracy of these is discussed in **section 3.1**.

Audit outcome

Compliant

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

Code reference

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

Code related audit information

The DUML database must contain:

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

Audit observation

The database was checked to confirm that it contained a field for lamp type and wattage capacity and included any ballast or gear wattage.

Audit commentary

The database contains a field for light type, which includes the wattage. There is a separate field for lamp wattage and total wattage, including ballast.

Audit outcome

Compliant

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

Code reference

Clause 11(2A) of Schedule 15.3

Code related audit information

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

Audit observation

A full field audit was conducted.

Audit commentary

The field audit found:

Discrepancy	Quantity
Incorrect wattage	0
Missing in the field	2
In the field not in the database	1

The field audit found one extra light that was missing in the database. This is recorded as non-compliance. The accuracy of the database is discussed in **section 3.1**.

Audit outcome

Non-compliant

Non-compliance	Description		
Audit Ref: 2.5 With: Clause 11(2A) of Schedule 15.3 From: 01-May-21 To: 03-Apr-24	One extra light was found in the field. Potential impact: Low Actual impact: Low Audit history: None Controls: Weak Breach risk rating: 3		
Audit risk rating	Rationale for audit risk rating		
Low	The controls are recorded as weak as the database contacts are not current and no updates have been received. The impact on settlement and participants is minor; therefore, the audit risk rating is low.		
Actions taken to resolve the issue		Completion date	Remedial action status
Manawa has reached out to The Kingfisher RA chair to confirm that laser electrical is still the correct contractor to speak with regarding the discrepancies, so that the database can be updated on our end. Once corrections are identified this will be applied to SLIM, backdated where applicable, and reconciled.		01/10/2024	Investigating
Preventative actions taken to ensure no further issues will occur		Completion date	
Along with clarifying how the process is managed by the customer, a simple process change on our end will be to schedule regular automated reminders in our compliance system to alert our operations team inbox to contact Kingfisher throughout the year. This will reduce Key person risk and increase frequency of contact with the customer.		01/08/2024	

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

Code reference

Clause 11(3) of Schedule 15.3

Code related audit information

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

Audit observation

The process for tracking of changes was examined.

Audit commentary

No changes have been made during the audit period. The database has a light added and removal date column to track changes.

Audit outcome

Compliant

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

Clause 11(4) of Schedule 15.3

Code related audit information

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

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

Audit observation

The database was checked for audit trails.

Audit commentary

No changes have been made during the audit period. Any changes made will be tracked using version control.

Audit outcome

Compliant

3. ACCURACY OF DUML DATABASE

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

Code reference

Clause 15.2 and 15.37B(b)

Code related audit information

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

Audit observation

A full field audit was undertaken.

Wattages for all items of load were checked against the published standardised wattage tables produced by the Electricity Authority, and the manufacturer's specifications.

The change management process to track changes and timeliness of database updates was evaluated.

Audit commentary

Database accuracy

The field audit found one extra light and two lights were missing in the field. The database is within the allowable accuracy threshold.

Change Management

The agreed process is that Laser Electrical Ltd, Taupo will advise Manawa of any changes made. This audit found some minor discrepancies and I recommend that contact is made with Laser Electrical on a regular basis to ensure all changes are recorded

Recommendation	Description	Audited party comment	Remedial action
Database accuracy	Check with Laser Electrical periodically to confirm if any changes have been made in the field.	A simple process change on our end will be to schedule regular automated reminders in our compliance system to alert our operations team inbox to contact Kingfisher throughout the year. This will reduce Key person risk and increase frequency of contact with the customer.	Identified

Private and Festive lights

There are no private or festive lights associated with this streetlight database.

Audit outcome

Compliant

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

Code reference

Clause 15.2 and 15.37B(c)

Code related audit information

The audit must verify that:

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

Audit observation

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

- checking the registry to confirm that all ICPs have the correct profile and submission flag, and
- checking the database combined with the burn hours against the submitted figure to confirm accuracy.

Audit commentary

Manawa reconciles this DUML load using the STL profile. The on and off times are derived from data logger information.

I recalculated the submissions for April 2024 using the data logger and database information. I confirmed that the calculation method and result was correct.

The field audit confirmed the database is within the database accuracy threshold.

Audit outcome

Compliant

CONCLUSION

The data for Parawera Community Lighting DUML load is held by Manawa in a database, with an associated map. The agreed process is that Laser Electrical Ltd, Taupo will advise Manawa of any changes made. This audit found some minor discrepancies and I recommend that contact is made with Laser Electrical on a regular basis to ensure all changes are recorded

Any changes made in the field are expected to be reported to Manawa to update the database accordingly. This audit found some minor discrepancies and I recommend that contact is made with Laser Electrical Ltd, Taupo on a regular basis to ensure all changes are recorded

One non-compliance was identified. The lighting load is very small and static; therefore, I recommend that the next audit occurs in 36 months.

PARTICIPANT RESPONSE

We agree with the recommended 36-month audit period, the proposed process change to reduce key person risk around communications with the customer and to prompt this contact more regularly will improve the maintenance process and increase the accuracy of this database.

We accept the recommendations proposed by Veritek and thank them for conducting this audit and field assessment.