

Electricity Industry Act 2004

Electricity Distribution Licence Performance Reporting Handbook

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Economic Regulation Authority



WESTERN AUSTRALIA

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Contents

1	Background	2
2	Purpose of this Handbook	2
3	Performance Reporting Tools	3
4	Completing the Performance Report	3
5	Submission of Completed Datasheets to the Authority	4
6	Customer Connections	5
7	Network Reliability	6
8	Complaints	9
9	Compensation Payments	12
10	Timely Repair of Faulty Streetlights	13
11	Call Centre Performance	14
12	Network and Asset Information	16

1 Background

The Economic Regulation Authority (**Authority**) is responsible for administering the electricity licensing scheme under Part 2 of the *Electricity Industry Act 2004* (**Act**). A business licensed by the Authority is required to comply with a range of obligations prescribed by the Act and its associated regulations and codes.

Under section 11/Schedule 1 of the Act, the Authority may determine licence terms and conditions, including requiring a licensee to provide to the Authority specified information in relation to the licence. In accordance with these powers, the Authority requires the holders of electricity distribution licences to report against the performance indicators identified in section 18.1 of the Electricity Compliance Reporting Manual, published by the Authority in May 2011¹ (**Reporting Manual**). The annual performance report for the year ending 30 June is to be provided to the Authority by 20 September.

2 Purpose of this Handbook

This document has been developed to accompany the performance reporting obligations for electricity distribution licensees in the Reporting Manual.

The template in section 18.1 of the Reporting Manual applies to the supply of electricity to small use customers.² It is important that there is a shared understanding amongst all stakeholders in respect of the information that is to be reported by electricity distribution licensees, including the definitions to be applied to the performance indicators and the Authority's expectations as to the manner in which the information should be presented. Consistent with this objective, the Authority has issued this guide to inform electricity distribution licensees about:

- the definitions to be applied to the performance indicators in the performance reports; and
- how to calculate the performance data (where applicable).

Where reference is made to other documents within this guide, the Authority recommends that the person(s) responsible for completing the licensee's performance report, familiarise themselves with these other documents in order to obtain a fuller understanding of the reporting context. Of particular interest are the Electricity Customer Code³ and the **2002 SCONRRR Report**,⁴ which have been incorporated into the regulatory reporting framework developed by the Authority for electricity distribution licensees.

¹ This document can be found on the Authority's website:
http://www.erawa.com.au/2/281/51/regulatory_guid.pm

² A small use customer consumes less than 160MWh of electricity per annum

³ *Code of Conduct for the Supply of Electricity to Small Use Customers*.

⁴ National Regulatory Reporting for Electricity Distribution and Retailing Businesses, Steering Committee on National Regulatory Reporting Requirements, March 2002. A copy can be obtained on the Authority's website: http://www.erawa.com.au/2/281/51/regulatory_guid.pm

3 Performance Reporting Tools

The Authority has issued a Microsoft Excel workbook called the Performance Reporting Datasheets – Electricity Distributors (**Distribution Report**). It is mandatory for licensees to provide a completed Distribution Report to the Authority by 20 September for the reporting year ending 30 June. The latest version of the Distribution Report can be found on the Authority's website.⁵

The Distribution Report comprises 7 datasheets, one for each of the performance reporting categories set out in section 18.1 of the Reporting Manual:

- Customer Connections;
- Network Reliability;
- Complaints;
- Compensation Payments;
- Timely Repair of Faulty Streetlights;
- Call Centre Performance; and
- Network and Asset Information.

4 Completing the Performance Report

The Distribution Report comprises a number of datasheets containing tables in the format shown in Table 1 below.⁶

Table 1: Example datasheet format

No.	Reference	Description	Basis of Reporting		Comments
			Number	Percentage	
DC 1	Code of Conduct clause 13.10(1)(a)	Total number of complaints (excluding quality and reliability complaints) received			

When completing the datasheets in the Distribution Report it is important that the structure of the data entry cells is not modified by inserting, deleting or re-ordering rows/columns. A number of cells contain values that are calculated from data that has been entered into other cells. These cells have been locked to protect the calculation formula and have been shaded yellow for identification purposes.

Only enter data into the cells that are not shaded grey or yellow or by entering data in relation to network reliability and network asset information by completing the tables in Annexure 1 and Annexure 2, respectively.

If it is necessary to add a comment in relation to an indicator, use the Excel "Insert Comment" function to add the comment in the unshaded cell.

⁵ http://www.erawa.com.au/2/281/51/regulatory_guid.pm

⁶ Note that the Compensation Payments worksheet includes an additional data column, Value (\$), to report dollar amounts paid in compensation.

Referring to the example in Table 1:

- The No. column contains the unique reference number for the indicator. In this case the indicator is the first indicator in the distribution licence indicator set (D), category C (Complaints).
- The reference column identifies the document from which the indicator has been derived, if applicable.
- The description provides a short form explanation of what the indicator is intended to measure.
- The basis of reporting offers 3 options:
 - Number (this is used to enter any numerical value other than a percentage or a dollar value).
 - Percentage (in most cases, this is automatically generated from numerical data).
 - Value (\$).
- The data entry cells have been formatted to align with the required degree of accuracy (i.e. the number of decimal places) appropriate for each indicator.

If it is not possible to provide the required data for an indicator then the cell should be left blank and a comment added to explain why the data cannot be provided using the Excel “Insert Comment” function. Alternatively, the licensee may wish to use the “Comments” cell to add explanatory notes where there has been significant change in values from previous reporting periods or where the licensee feels that additional context to the data provided is necessary.

5 Submission of Completed Datasheets to the Authority

Licensees are required to provide to the Authority a completed copy of the MS Excel workbook (datasheets) in electronic format. The completed workbook may be provided on a USB memory stick, CD-ROM or emailed to the Authority at: records@erawa.com.au. Compliance with the licence in respect of providing performance reports will not be achieved until an electronic copy of the workbook has been received by the Authority.

6 Customer Connections

Purpose

To report on the number of small use customer⁷ connections supplied by each electricity distribution network.

Reported Indicators

No.	Indicator
DA 1	The total number of connections provided
DA 2	The total number of connections not provided on or before the agreed date
DA 3	Total number of customers who are connected to the distributor's network

Definitions

Connection means a small use customer supply premises that has a physical connection to the distribution network that has been energised and is ready to supply electricity.

Not provided on or before the agreed date means connections not provided within any regulated time limit or connections not provided by the date agreed with the customer.

Total number of customers connected means the average of the number of customer connections at the beginning of the reporting period and the end of the reporting period.⁸

Notes:

Indicators DA1-3 include connections that have a pre-payment meter installed at the supply address.

⁷ A small use customer consumes not more than 160MWh of electricity per annum

⁸ It is acceptable to alternatively report the number of connections on the network at 30 June provided the distributor consistently applies this method for each reporting year.

7 Network Reliability

Purpose

To report on the frequency and duration of interruptions to supply experienced by customers on the distribution network during the reporting year.

Reported Indicators

No.	Indicator
DB 1	The number of premises of small use customers to which the supply of electricity has been interrupted for more than 12 hours continuously
DB 2	The number of premises of small use customers to which the supply of electricity has been interrupted more than the permitted number of times, as defined in section 12(1) {of the Code ⁹ }
DB 3	For each discrete area, the average length of interruption of supply to customer premises expressed in minutes
DB 4	For each discrete area, the average number of interruptions of supply to customer premises
DB 5	For each discrete area, the average percentage of time that electricity has been supplied to customer premises
DB 6	For each discrete area, the average total length of all interruptions of supply to customer premises expressed in minutes
DB 7	Overall SAIDI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 8	Distribution Network (Planned) SAIDI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 9	Distribution Network (Unplanned) SAIDI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 10	Normalised distribution network SAIDI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 11	Overall SAIFI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 12	Distribution Network (Planned) SAIFI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 13	Distribution Network (Unplanned) SAIFI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 14	Normalised distribution network SAIFI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 15	Overall CAIDI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 16	Distribution Network (Planned) CAIDI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 17	Distribution Network (Unplanned) CAIDI by Total Network, CBD, Urban, Short Rural and Long Rural
DB 18	Normalised distribution network CAIDI by Total Network, CBD, Urban, Short Rural and Long Rural

⁹ Electricity Industry (Network Quality and Reliability of Supply) Amendment Code 2007

Definitions

CAIDI (Customer Average Interruption Duration Index) is the average time to restore service to a customer when a sustained interruption has occurred.

Directed load shedding means load shedding that has been directed by the Independent Market Operator (IMO) system management.

Discrete area means the areas defined in Schedule 1(2) of the *Electricity Industry (Network Quality and Reliability of Supply) Code 2005*.

Outage means a state on the network where it is not able to perform its intended function due to an event associated with a network component. An outage may not always result in an interruption of supply to a supply address.

Major Event Day is as defined in the Institute of Electrical and Electronics Engineers (IEEE) standard 1366-2003, IEEE Guide for Electric Power Distribution Reliability Indices. Distributors are required to apply the “2.5-beta method” described in this standard to calculate the major event day boundary (T_{MED}). If 4 years of interruption data is not available to calculate T_{MED} , then distributors are required to calculate T_{MED} using the maximum available period of time for which interruption data is available.

Planned interruption means a sustained interruption of supply to a supply address that has been caused by scheduled works, for example, preventative maintenance, repairs, network augmentation and mains replacement. Customers are notified in advance of planned interruptions. Planned meter replacements are excluded.

SAIDI (System Average Interruption Duration Index) is the total duration of interruption (minutes off supply) experienced by the average customer as a result of sustained interruptions.

SAIFI (System Average Interruption Frequency Index) is the number of supply interruptions experienced by the average customer as a result of sustained interruptions.

Sustained interruption means a loss of electricity associated with an outage on any part of the network of more than one minute in duration. The interruption starts when it is recorded by equipment (such as a SCADA system) or, where such equipment does not exist, at the time that the first customer call relating to the network outage is received. The interruption ends when supply has been restored to the supply address, or when the supply is reasonably assumed to have been restored if there is no equipment available to record the time of restoration.

Unplanned interruption means a sustained interruption that is not a planned interruption, or a planned interruption where the required notice of the interruption has not been given to the customer.

Calculations

SAIDI is calculated as:

$$(\sum \text{Customer interruption durations}) / \text{Total number of customers served}$$

SAIFI is calculated as:

$$(\sum \text{Number of customers interrupted}) / \text{Total number of customers served}$$

CAIDI¹⁰ is calculated as:

$$(\sum \text{Customer interruption durations}) / \text{Total number of customers interrupted}$$

¹⁰ CAIDI is also calculated as the ratio SAIDI/SAIFI

When calculating SAIDI, SAIFI and CAIDI the data set definitions in Table 2 should be applied.

Table 2: Reliability data sets for sustained interruptions

Label	Data Set
Overall interruptions	All sustained planned and unplanned interruptions including those caused by generation outages, transmission outages and directed load shedding
Unplanned and Planned	Excludes generation outages, transmission outages ¹¹ and directed load shedding
Normalised	<p>All unplanned sustained interruptions with the exclusion of interruptions:</p> <ul style="list-style-type: none"> • that are caused by generation outages • that are caused by transmission outages¹² • that caused by directed load shedding • where the daily unplanned SAIDI exceeds the Major Event Day boundary¹³

¹¹ The calculation of unplanned interruptions must include interruptions caused by the failure of transmission connection assets due to inadequate planning of transmission connections where the responsibility for transmission connection planning lies with the distributor.

¹² See footnote 11.

¹³ The SAIFI and CAIDI associated with the interruption should also be excluded from the calculation of normalised SAIFI and normalised CAIDI.

8 Complaints

Purpose

To report on the level of satisfaction with the distributor's service and to provide information about the level of customer complaints in relation to specified complaint categories.

Reported Indicators

No.	Indicator
DC 1	Total number of complaints (excluding quality and reliability complaints) received
DC 2	Total number of administrative processes or customer service complaints
DC 3	Total number of other complaints
DC 4	Percentage of customer complaints {received in relation to indicators DC1 and DC7 combined} concluded within 15 business days
DC 5	Total number of complaints relating to the installation and operation of a pre-payment meter at a pre-payment meter customer's supply address
DC 6	Percentage of complaints relating to the installation and operation of a pre-payment meter at a pre-payment meter customer's supply address concluded within 15 business days
DC 7	Total number of complaints received {that Part 2 or an instrument made under section 14(3) (of the Network Quality and Reliability of Supply Code) has not been, or is not being, complied with}
DC 8	Total number of complaints received from customers in each of the discrete areas {that Part 2 or an instrument made under section 14(3) (of the Network Quality and Reliability of Supply Code) has not been, or is not being, complied with}
DC 9	Total amount spent in addressing complaints {that Part 2 or an instrument made under section 14(3) (of the Network Quality and Reliability of Supply Code) has not been, or is not being, complied with} other than by way of payment under sections 18 and 19 {of the Code}
DC 10	Total number of technical QoS complaints
DC 11	Total percentage of technical QoS complaints that are low supply voltage complaints
DC 12	Total percentage of technical QoS complaints that are voltage dip complaints
DC 13	Total percentage of technical QoS complaints that are voltage swell complaints
DC 14	Total percentage of technical QoS complaints that are voltage spike complaints
DC 15	Total percentage of technical QoS complaints that are waveform distortion complaints
DC 16	Total percentage of technical QoS complaints that are TV or radio interference complaints
DC 17	Total percentage of technical QoS complaints that are noise from appliances complaints
DC 18	Total percentage of technical QoS complaints that are other complaints

DC 19	<p>Breakdown of technical QoS complaints into the likely cause of the problem that caused the complaint {by percentage}, separated into:</p> <ul style="list-style-type: none"> • Network equipment faulty; • Network interference by NSP equipment; • Network interference by another customer; • Network limitation; • Customer internal problem; • No problem identified; • Environmental; and • Other
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Definitions

Administrative processes or customer service complaints includes complaints in relation to meter reading, timeliness of correspondence and other customer communications, the complaints handling process, timeliness of response to complaints and any other process of a general administrative nature.

Complaint means an expression of dissatisfaction made to an organisation, related to its products/services, or the complaints handling process itself where a response or resolution is explicitly or implicitly expected.¹⁴

Note:

- Complaints may be received via telephone, mail, facsimile, email or in person.
- More than one complaint can be made per customer contact. If a customer makes a complaint about a network charges and costs matter, and a transfer matter in the same communication, then 2 complaints should be recorded.

Discrete area means the areas defined in Schedule 1(2) of the *Electricity Industry (Network Quality and Reliability of Supply) Code 2005*.

Number of complaints (excluding quality and reliability complaints) received means complaints relating to matters other than those matters covered by the *Electricity Industry (Network Quality and Reliability of Supply) Code 2005*.

Other complaints includes complaints including privacy considerations, health and safety issues, and any other matter not falling into the connection and augmentation, reliability of supply, quality of supply, network charges and costs, and administrative processes or customer service categories.¹⁵

Quality of supply complaints/technical QoS complaints includes complaints in relation to electricity supply quality.

Reliability of supply complaints includes complaints in relation to supply interruptions, both planned and unplanned.

¹⁴ The reader is referred to the detailed discussion of complaints, with examples, in Appendix 1 of the National Energy Retail Performance Indicators, Standing Committee on National Regulatory Reporting Requirements – Retail Working Group, May 2007. This document draws on the guidelines for complaints handling in Standard AS ISO 10002-2006 Customer Satisfaction – Guidelines for Complaints Handling in Organisations.

¹⁵ The distributor should include any complaint that cannot be classified under any of the specified categories in the above table in other complaints.

Calculations

$$DC\ 4 = 100 \times (DC\ 1^* + DC\ 7^*) / (DC\ 1 + DC\ 7)$$

DC 1* is the number of complaints received in relation to DC 1 concluded in 15 days.

DC 7* is the number of complaints received in relation to DC 7 concluded in 15 days.

9 Compensation Payments

Purpose

To report on the number of payments and the amounts paid by distributors for failing to meet specified standards of service to customers.

Reported Indicators

No.	Indicator
DD 1	Total number of payments made under clause 14.4 {of the Code of Conduct}
DD 2	The number and total amount of payments made by the distributor under section 18 {of the Code}
DD 3	The number and total amount of payments made by the distributor under section 19 {of the Code}

Definitions

Complaints made under section 18 of the {Network Quality and Reliability of Supply} Code includes complaints in relation to failure to provide the required notice of planned interruptions to supply.

Complaints made under section 19 of the {Network Quality and Reliability of Supply} Code includes complaints in relation to supply interruptions for more than 12 hours continuously.

Payments made under clause 14.4 of the Code of Conduct includes complaints in relation to failure to provide a timely response to customer complaints.

10 Timely Repair of Faulty Streetlights

Purpose

To report on the timeliness of repairs to faulty street lights.

Reported Indicators

No.	Indicator
DE 1	Total number of street lights reported faulty each month in the metropolitan area
DE 2	Total number of street lights reported faulty each month in the regional area
DE 3	Total number of street lights not repaired within five (5) days in the metropolitan area
DE 4	Total number of street lights not repaired within nine (9) days in the regional area
DE 5	Total number of street lights in the metropolitan area
DE 6	Total number of street lights in the regional area
DE 7	Average number of days to repair faulty street lights in the metropolitan area
DE 8	Average number of days to repair faulty street lights in the regional area

Definitions

Metropolitan area means the areas of the State defined in Part 1.5 of the *Code of Conduct for the Supply of Electricity to Small Use Customers 2008*.

Number of streetlights reported faulty each month includes all fault reports that have been recorded during each calendar month.

Note:

- If a given streetlight is the subject of more than one fault report for the same fault, then only one fault report is recorded; and
- If a given streetlight is the subject of more than one fault report that relate to different faults then the report relating to each distinct report is recorded.

Regional area means all areas in the State other than the **metropolitan** area.

Calculations

The “average number of days to repair faulty streetlights” is calculated by:

$$\Sigma(\text{number of days to repair each faulty streetlight})/\text{total number of faulty streetlights}$$

11 Call Centre Performance

Purpose

To report on the level of service provided to customers who contact the distributor by telephone.¹⁶

Reported Indicators

No.	Indicator
DF 1	Total number of telephone calls to an operator
DF 2	Number of telephone calls to an operator responded to within 30 seconds
DF 3	Percentage of telephone calls to an operator responded to within 30 seconds
DF 4	Average duration (in seconds) before a call is answered by an operator
DF 5	Percentage of calls that are unanswered

Definitions

Number of telephone calls to an operator responded to within 30 seconds means the number of calls to a call centre operator that were answered within 30 seconds (in the case of an IVR¹⁷ system the measurement period commences at the time that the customer selects an option indicating they wish to speak with a call centre operator).

Total number of telephone calls to an operator means the total number of calls received by a retailer that were handled by a call centre operator and, in the case of an IVR system covers the number of calls where the customer has selected an option indicating they wish to speak with a call centre operator.^{18 19}

Call that is unanswered means where the customer has terminated the call before it was answered by a call centre operator or, in the case of an IVR system, includes all calls where the customer selected an option indicating they wished to speak with a call centre operator, but then subsequently terminated the call before it was answered. Calls to an IVR system that are terminated by the customer prior to selecting an option indicating they wish to speak with a call centre operator are not included.

¹⁶ Reporting against these indicators is mandatory for distributors who operate a call centre that is capable of automatically recording some or all of the responsiveness indicators. Distributors who have other systems to handle customer calls may report on those responsiveness indicators that they record on a voluntary basis.

¹⁷ Interactive Voice Response – equipment that allows a call centre telephone system to detect voice and keypad tone signals and then respond with pre-recorded or dynamically generated audio to further direct callers to the service they require.

¹⁸ This indicator excludes all calls that do not require operator attention, including IVR calls where the customer does not select an option indicating they wish to speak with a call centre operator, and calls that were terminated **before** an option to speak with a call centre operator was selected.

¹⁹ Calls to third parties, such as contractors or marketing agents acting on behalf of the retailer, are not to be included. However, calls received by a contractor that is providing all or part of the retailer's customer service operations, i.e., an outsourced call centre, are to be included.

Calculations

The “average duration before call answered by operator” is calculated as:

$$\frac{\sum(\text{answer wait times})}{\text{total number of calls answered by an operator}}$$

Note:

- This measure only includes calls that are answered by a call centre operator.
- For IVR systems, the measurement period commences at the time that the customer selects an option indicating they wish to speak to a call centre operator.
- For non-IVR systems, the measurement period commences when the call is received by the switchboard and ends when the call is answered by a call centre operator who is able to respond to the customer’s enquiry (rather than place the customer into a queue).

Calls that are unanswered are excluded from the calculation of this indicator.

12 Network and Asset Information

Purpose

To report on the assets employed by the distributor in providing service and the level of energy supplied.

Reported Indicators

No.	Indicator
DG 1	Number of metered supply points by feeder category (CBD, urban, short rural and long rural), broken up into residential and non-residential customers and sub-transmission, high voltage and low voltage
DG 2	Number of unmetered supply points, by type of feeder (CBD, urban, long rural and short rural)
DG 3	Energy delivered (GWh) by type of feeder (CBD, urban, long rural and short rural) broken up into residential and non-residential customers and sub-transmission, high voltage and low voltage
DG 4	Line lengths by type of feeder (CBD, urban, long rural and short rural) broken up into underground and overhead line categories and sub-transmission, high voltage and low voltage
DG 5	Number and total capacity of transformers, separated into sub-transmission and distribution
DG 6	Total distribution losses (%)
DG 7	Size of network service area (sq km)
DG 8	Number of poles
DG 9	Peak demand (MW)

Definitions

Feeders

CBD feeder means the area supplied with electricity by -

- the Milligan Street Zone Substation; or
- the Hay Street Zone Substation,

operated by Western Power Corporation.²⁰

Short rural feeder means a feeder which is not a CBD or urban feeder with a total feeder route length less than 200 km. Rural short feeders may include feeders in urban areas with low load densities.

Long rural feeder means a feeder which is not a CBD or urban feeder with a total feeder route length greater than 200 km.

Urban feeder means:

- a feeder, which is not a CBD feeder, with actual maximum demand over the reporting period per total feeder route length greater than 0.3 MVA/km; and
- the feeder is located in the areas of the State defined in Part 1.5 of the *Code of Conduct for the Supply of Electricity to Small Use Customers 2008*.²¹

²⁰ Network Quality and Reliability of Supply Code, clause 3(1).

Note: Back-up feeders should be given the same classification as the normal supply feeder they are providing back up for.

Network and Lines

High voltage (HV) line means a line used to distribute electricity from a (zone) substation, generally operating at a nominal voltage between 1kV and 33kV.

Line Length means the route length in kilometres of lines in service, including overhead lines, underground cables or a combination of the two. Line length does not include **low voltage** service connections.

Note: a double-circuit line counts as two lines, and each three-phase line, single-phase line or single-wire earth return (SWER) line counts as one line.

Low voltage (LV) line means a line that operates at a nominal voltage of 1kV or below.

Network means distribution works, that are used to convey electricity under a distribution licence but does not include a line, pole, switch, transformer or apparatus that is on, or a part of premises to which electricity is supplied by a distributor and situated beyond the point at which electricity is so supplied.

Sub-transmission (ST) line means a line generally 22kV or above, used to distribute electricity from a transmission connection point to one or more (zone) substations.

Total capacity of transformers means the total rated MVA capacity of the transformers installed in the distribution network.

General

Energy Delivered means the electricity consumed by end-customers of the distribution network. This includes energy produced by embedded generators and consumed within the distribution area through the distribution network, unread meters and un-metered consumption (including estimated theft).

Network service area means the area in square kilometres covered by the licensee's distribution district. Areas within the network service area that are not provided with a service by the distributor (e.g., national parks, inset areas) are included in the service area.

Note: The peak demand should be stated in MW at the time of maximum MVA demand. A distributor's network peak demand does not necessarily coincide with system maximum demand.

Non-residential customer means a customer who is not a residential customer.

Residential customer means a customer who receives a domestic/residential tariff for the electricity that is supplied to them.

²¹ Refer to the definition of "metropolitan area".

Calculations

Distribution Losses (%) is calculated as:

$$100 \times (\text{electricity supplied} - \text{electricity delivered}) / \text{electricity supplied}$$

Peak demand is calculated as the maximum coincident demand on each network type at the terminal stations feeding the sub-transmission network, and at the zone substations feeding the high voltage network. The total peak demand is the maximum coincident demand in each of the network types. The total network peak demand is the maximum coincident demand of the distributor's network.

