

Horizon Power 2014 Asset Management System Review, Electricity Integrated Regional Licence,

POST REVIEW IMPLEMENTATION PLAN

ASSET MANAGEMENT REVIEW							
Item No	EC Ref	Rating / AMS Component Effectiveness Criteria	Asset System Deficiency	Recommendation	Management Action	By Whom	Due Date
1	1.1	A2 Asset management plan covers key requirements.	▶ During the review Horizon Power noted that, due to the Business Transformation Program and system restructure, documentation updates were kept on hold awaiting the system development.	1/2014 Restart documentation review and updates following completion of the Business Transformation Program. The documents supporting the asset management system should receive review in accordance with a review program.	a) Review and update key policies and procedure documents supporting the Asset Management System <ul style="list-style-type: none"> • Asset Management System • System Planning & Environmental • Technology • Safety & Health Systems • Procurement System • Risk and Governance • Finance b) Incorporate guidelines regarding review of Asset Management System within the Asset Management Strategy document.	Justin Murphy Laurie Curro Paul Thomas Lance Roberts Melanie Graetz Frank Van Der Kooy Mike Houlahan	June 2015
	5.1	A2 Operational policies and procedures are documented and linked to service levels required.	▶ The “Policies and Procedure Register” (HP3010410) includes lists of policies and procedures relating to the business, however some of the documents quoted are now past their review date and some of the documents such as the “Operations Strategic Plan 2008/09 to 2011/12” appear to be out of date.	Refer to Recommendation 1/2014.	a) Re-establish and update policies and procedure register b) Review the policies and procedures within the register	Frank Van Der Kooy Managers responsible for the policies	Oct 2015 June 2015

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2	5.3	C3 Assets are documented in an Asset Register including asset type, location, material, plans of components, and an assessment of assets physical/structural condition and accounting data.	<ul style="list-style-type: none"> The quality of data (where quality is conformance to requirements) in the Asset Register has not yet achieved the level necessary for satisfactory operation of the AMS; programs are already in place to improve the data accuracy. 	2/2014 Complete the implementation of programs aimed at improving the quality of data in the Asset Register to achieve the level necessary for satisfactory operation. These include at present A&W Field 3272 Quality Data Capture” project due for completion in 2016 and “Asset Data Accuracy Project”, due for completion in 2014	<ul style="list-style-type: none"> a) Establish data accuracy targets based on the asset risk to the business b) Finalise the program of works for improving data accuracy to achieve targets already initiated within the business(including field audit A&W Field 3272 Quality Data Capture”) 	Justin Murphy General Manager NWIS General Manager NIS	Mar 2015 June 2016
3	5.5	B2 Staff receive training commensurate with their responsibilities.	<ul style="list-style-type: none"> Horizon Power has been gathering all its training information from the Districts into VETtrack, the corporate training database to enable future access by the Districts. This work is not complete and progress of this work will need continued support 	3/2014 (OFI) Gathering all training information from the Districts into VETtrack and enabling a portal to allow access to the District will need continued support to achieve completion.	<ul style="list-style-type: none"> a) Finalise the high level policy which Identifies the roles which are required to be managed by VETtrack system. b) Complete the implementation of VETtrack system for identified roles already initiated within the business. 	Lance Roberts Lance Roberts	June 2015 Dec 2015

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4	6.3	A2 Maintenance plans (emergency, corrective and preventative) are documented and completed on schedule.	▶ By June 2014 there were 66 Work Orders open which were due to have been completed by that date; five WO were due for completion by 31 December 2013.	4/2014 66 overdue Work Orders were open in June 2014. Five of the Work Orders were due for completion by 31 December 2013. Implement action to close, delete or justify Work Orders open past the due date.	a) Finalise the reporting of the work orders through the system. b) Review and Close off Work orders	Justin Murphy Brett Hovingh Layton Baker Scott Beckwith Jo Griessmann	Jan 2015 June 2015
	7.1	B2 Adequate system documentation for users and IT operators.	The review noted examples of documentation with lapsed review dates	Refer to Recommendation at EC1.1 for review and updating of out of date documentation	Please refer to Management Action against item no 1.	Paul Thomas	June 2015
	7.3	A2 Logical security access controls appear adequate, such as passwords.	It is noted that both documents ("Information Technology Policy & Guidelines" and "Access Control Guidelines") have review frequencies and dates either lapsed or inconsistent, and should be reviewed as part of Recommendation at EC1.1.	Refer to recommendation at EC1.1 for document review and updates.	Please refer to Management Action against item no 1.	Paul Thomas	June 2015
5	7.5	B1 Data backup procedures appear adequate.	▶ There are checklists in place for power outage events as well as disaster	5/2014 Documentation such as the "DR Test Guide: Wintel" , "TCS Reliability Report User Guide" and	a) Review , update and formalise DR Test Guide Wintel.	Paul Thomas	Complete

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			recovery test guides, Ref: "DR Test Guide: Wintel", although the latter appeared to be in draft form, with no document owner recorded or signatory identified.	"Asset Management Reporting Cognos Express Procurdes" should be formally issued so that their currency can be maintained/verified. Refer to Recommendation at EC1.1 for overall requirement.			
	7.6	Key computations related to licensee performance reporting are materially accurate.	<ul style="list-style-type: none"> Several user guides were sighted, further providing confidence of a repeatable reporting process: <ul style="list-style-type: none"> TCS Reliability Report User Guide; and Asset Management Reporting, Cognos Express Procedures. Neither of the above appeared as controlled / final documents. 	Recommendation 5/2014 applies.	<ul style="list-style-type: none"> a) Review, update and formalise TCS Reliability report user guide. b) Review update and formalise Asset Management Reporting Cognos Express Procedures 	<ul style="list-style-type: none"> Justin Murphy Justin Murphy 	<ul style="list-style-type: none"> Mar 2015 Mar 2015
	8.1	A1 Risk management policies and procedures exist and are being applied to minimise internal and external risks associated with the asset management system.	<ul style="list-style-type: none"> In line with the strategy of putting on hold current documentation until the development of the Business Transformation Project noted under EC1.1, the "Risk Management Policy (22 June 2011)" and the "Risk Management Framework (22 June 2011)" had not been 	Recommendation at EC1.1 for document review and update applies	Please refer to Management Action against item no 1.		

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			updated at the time of the Review".				
6	9.1	Contingency plans are documented, understood and tested to confirm their operability and to cover higher risks.	▶ The Instruction Module issued December 2012 indicated that the "West Kimberley Contingency Plan" should have been finalised, but the plan last issue was April 2011.	6/2014 Update or finalise Contingency Plans as identified.	a) Review and update contingency plans	Brett Hovingh Layton Baker Scott Beckwith Jo Griessmann	Mar 2015
	12.1	A review process is in place to ensure that the asset management plan and the asset management system described therein are kept current.	▶ Review of the "Policies & Procedures Register" showed that most of the procedures were past the due review, eg Pandemic Response Plan was due for review by 15 August 2011.	Recommendation 1/2014 applies.	a) Re-establish and update policies and procedure register b) Review the policies and procedures within the register	Frank Van Der Kooy Managers responsible for the policies	Oct 2015 June 2015
Special Areas							
7	Special Area 1.4	Data integrity of the data that has been imported to the systems from the legacy systems.	▶ Not all data present in the legacy system was found to be useful for the operation of the assets, in addition new attributes were identified that were not present in the legacy system. The result was that only around 45% of the fields in the new AMS were able to be populated from the legacy fields. The remaining attributes will have to be populated	7/2014 Progress the "A&W Field 3272 Quality Data Capture" project. Process of inspection and audits should be managed to ensure that the asset management data is complete and accurately records the attributes and conditions of real life assets.	a) Finalise the Workforce Mobility Phase-2 program of works.	Justin Murphy	Dec 2014

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			through future in field inspections. Horizon Power have recognised the importance of this shortcoming and identified a project for collecting the data, the "A&W Field 3272 Quality Data Capture" project which is now in Ellipse but due for completion in 2016.				
8			<ul style="list-style-type: none"> ▶ Data tests have shown that there are still discrepancies between the systems and between the data in the legacy and the new systems. The Review has noted that even the legacy systems had long standing problems with data accuracy, so full integration of data with legacy system us no guarantee of data accuracy. It is important that a process of inspection and audits be undertaken to ensure that the asset management data is complete and accurately records the attributes and conditions of real life assets. ▶ 	8/2014 Continue with Asset Data Accuracy Project to achieve the set objectives.	a) Review and action discrepancies highlighted by the data test undertaken during the audit Other actions same as Item 2	Justin Murphy	Dec 2014

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9	Special Area 1.5	Currency of the data in the asset management systems.	<ul style="list-style-type: none"> The lag in data processing is evident in the Asset Management Reports which report on the trends of WIP (Work In Progress), where the gap between "New Work" value and "End of Month WIP" value has doubled since January 2013. 	9/2014 Progress actions to reduce the amount of data entry lag.	a) Finalise Data Backlog project	Justin Murphy	Nov 2014
10	Special Area 1.6	Reporting capability, with a particular focus on reporting required for regulatory purposes under the licence.	<ul style="list-style-type: none"> In regard to current reporting the review noted that the June 2014 AMR was not yet able to report on the quantity of equipment with no Earth Resistance readings (this required a relationship to be created to parent equipment which was due to have been created in May 2014); The lack of completeness of the data in equipment attributes means that there is a limitation on the capability of reporting the asset information 	10/2014 Pursue the completion of actions necessary for regulatory reporting such as Earth Resistance Reading.	a) Finalise Energy Safety audit actions for regulatory reporting.	Brett Hovingh Layton Baker Scott Beckwith Jo Griessmann	As per CURA due dates already defined