

7 POWER SYSTEM INCIDENT REPORTING PROCEDURES

7.1 PURPOSE

This Section 7 sets out the procedures which govern the notification and investigation of *power system* incidents and the *Power System Controller's* and other *System Participant's* power system reporting obligations. The procedures include provisions dealing with:

- (a) the establishment and maintenance of the *Power System Incident Reporting Guideline*;
- (b) the requirement for *System Participants* to report the occurrence of *power system* incidents to the *Power System Controller*;
- (c) the requirement for the *Power System Controller* to assess *power system* incidents and determine whether they constitute *reportable incidents* by reference to the requirements in this Section 7;
- (d) the requirement for *System Participants* to investigate and report on *nonreportable incidents* where required by the *Power System Controller*;
- (e) the *Power System Controller's* obligation to investigate and report on *reportable incidents* and the obligation of *System Participants* to co-operate with, and assist the *Power System Controller* in relation to that process; and
- (f) the obligation of the *Power System Controller* to develop recommendations in reports issued by the *Power System Controller* under this Section 7.

These procedures are critical to the proper performance of the *Power System Controller's* function of monitoring and controlling the operation of the *power system* with a view to ensuring that the *power system* operates reliably, safely and securely.

7.2 DEFINITIONS

7.2.1 Reportable incident

- (a) A *reportable incident* is a *power system* incident that had, or could reasonably be expected to have had a significant adverse effect on *power system security* or the *reliability* of the *power system*.
- (b) The *Power System Controller* must document the criteria it will consider to determine if an incident is a *reportable incident* consistent with clause 7.2.1 (a) and the *Power System Incident Reporting Guideline*.

7.2.2 Brief and Final Reports

- (a) **'Brief Report'** means a report that is required to be provided by:
 - (1) a *System Participant* in accordance with clause 7.4.1(c); or
 - (2) the *Power System Controller*in accordance with clause 7.4.2(f), which must meet the requirements of the *Power System Incident Reporting Guideline*.
- (b) **'Final Report'** means a report that is required to be provided by:
 - (1) the *System Participant* in accordance with clause 7.4.1(e); or
 - (2) the *Power System Controller*in accordance with clause 7.4.2(g), which must meet the requirements of the *Power System Incident Reporting Guideline*.

7.3 NOTIFICATIONS AND CLASSIFICATION OBLIGATIONS

7.3.1 Notification by a System Participant

- (a) *System Participants* must notify the *Power System Controller* as soon as reasonably practicable after becoming aware of the occurrence a *power system* incident which has the potential to be classified as a *reportable incident* and in any case no longer than three business days.
- (b) The notice from the *System Participant* must meet the requirements in the *Power System Incident Reporting Guideline* for that type of notice.
- (c) The *Network Operator* is responsible for liaising with *Network Users* to obtain all necessary information in relation to the occurrence of a *power system* incident involving the plant or equipment of a *Network User* which has the potential to be classified as a *reportable incident*.
- (d) If the *Power System Controller* becomes aware of the occurrence of a *power system* incident which the *Power System Controller* believes on reasonable grounds is related to plant or equipment operated or controlled by:
 - (1) a *System Participant*; or
 - (2) a *Network User* whose plant and equipment is *connected* to the *System Participant's* plant or equipment,the *Power System Controller* may notify the *System Participant* of that view and require the *System Participant* to provide a notice under clause 7.3.1 (a) with respect to that *power system* incident.
- (e) Nothing in this clause 7.3.1 prevents a *System Participant* notifying the *Power System Controller* of the occurrence of a *power system* incident which involves the plant or equipment of another *System Participant* or a *Network User*.

7.3.2 Classification of power system incidents

- (a) If the *Power System Controller* forms the view at any time that a *power system* incident could be a *reportable incident*, the *Power System Controller* may request a *System Participant* to provide such additional information and assistance as is reasonably required by the *Power System Controller* to confirm the classification of that *power system* incident.
- (b) For the avoidance of doubt, the *Power System Controller* can form the view that a *power system* incident could be a *reportable incident* and make a request under clause 7.3.2(a) even if the *Power System Controller* initially formed the view that a *power system* incident was not a *reportable incident*.
- (c) Each *System Participant* must co-operate with the *Power System Controller* for the purposes of determining the classification of a *power system* incident, including by providing the information and assistance requested by the *Power System Controller* under clause 7.3.2 (a).
- (d) The *Power System Controller* may, at any time prior to concluding an investigation with respect to a *reportable incident*, determine that the *power system* incident should cease to be classified as a *reportable incident* if the *Power System Controller* forms the view on reasonable grounds that the *power system* incident no longer satisfies the criteria for a *reportable incident*.

7.3.3 Notification of a reportable incident by the Power System Controller

- (a) The *Power System Controller* must notify relevant *System Participants* and the Utilities Commission as soon as reasonably practicable after making a determination that a *reportable incident* has occurred and in any event no longer than three business days.
- (b) A notice from the *Power System Controller* referred to in clause 7.3.3 (a) must meet the requirements specified in the *Power System Incident Reporting Guideline* for the relevant type of notice.
- (c) A notice issued by the *Power System Controller* under clause 7.3.3 (a) may also include a request for the relevant *System Participant* to provide further information or to instigate an investigation in relation to the *reportable incident*.

7.4 INVESTIGATION AND REPORTING OBLIGATIONS

7.4.1 System Participants investigation and reporting obligations

- (a) If requested by the *Power System Controller*, a *System Participant* must investigate the occurrence of a *reportable incident* that is related to:
- (1) its plant or equipment, or
 - (2) the plant and equipment of a *Network User* that is *connected* to the *System Participant's* plant or equipment,
- and provide a written report to the *Power System Controller* which sets out the findings of that investigation and includes such other information as the *Power System Controller* requests, and the *Power System Incident Reporting Guideline* specifies must be included in that type of report.
- (b) The *Power System Controller's* request, or the *Power System Incident Reporting Guideline*, may also specify the particular issues or matters which the *Power System Controller* requires the *System Participant* to investigate and the *Power System Controller's* reasonable expectations concerning the level and extent of the investigation process.
- (c) Subject to clause 7.4.1 (d) below, the *System Participant* must conduct and complete the investigation and deliver a Brief Report to the *Power System Controller* in accordance with the requirements of the *Power System Controller's* request and the *Power System Incident Reporting Guideline*, as soon as reasonably practicable after receipt of the *Power System Controller's* notice under clause 7.3.3 and in any event within 5 business days of receipt of that notice by the *Power System Controller*.
- (d) If it is not reasonably possible for the *System Participant* to complete the investigation and provide a Brief Report within the timeframe specified in clause 7.4.1 (c) (for example, if the initial investigation has not been able to identify the cause of the reportable incident), the *System Participant* must provide a Brief Report before the end of that period unless an extension in the timeframe is provided by the *Power System Controller* in accordance with the relevant criteria specified in the *Power System Incident Reporting Guideline*
- (e) Where a *System Participant* provides a Brief Report for a *reportable incident* under clause 7.4.1 (d), a Final Report must be provided to the *Power System Controller* as soon as reasonably practicable but in any event within 20 business days after receipt of a notification concerning the occurrence of the reportable incident, unless otherwise required by the *Power System Controller*.

7.4.2 Power System Controller's investigation and reporting obligations

- (a) Nothing in this *Code* prevents the *publication* of a report by the *Power System Controller* or by the Utilities Commission, excluding any *confidential information*.
- (b) The *Power System Controller* must:
- (1) investigate;
 - (2) conduct a review of; and
 - (3) report on, every reportable incident which is notified to the *Power System Controller*, or of which the *Power System Controller* becomes aware.
- (c) The purpose of the investigation, review and report under clause 7.4.2 (b) is to
- (1) assess the adequacy of the provision and response of facilities or services;
 - (2) assess whether the *facilities* and services were appropriately established, and
 - (3) assess whether appropriate of actions were taken (including remedial actions) to restore or maintain *power system security* and the *reliability* of the *power system*.
- (d) The *Power System Controller* may request a *System Participant* to provide such information and assistance as is reasonably required by the *Power System Controller* to conduct and complete its investigations, review and report under clause 7.4.2 (b).
- (e) Each *System Participant* must co-operate with the *Power System Controller* for the purposes of conducting and completing its investigations, review and report under clause 7.4.2 (b), including by using its reasonable endeavours to provide the information and assistance requested by the *Power System Controller* under clause 7.4.2 (d).
- (f) The *Power System Controller* must provide a Brief Report to the Utilities Commission within 10

business days of receipt of a notification for a reportable incident (or otherwise becoming aware of the occurrence of such a reportable incident), containing key details of the reportable incident, the scope of the investigation and may include the *Power System Controller's* preliminary recommendations concerning the *reportable incident*.

- (g) The *Power System Controller* must provide a *power system* incident investigation Final Report to *System Participants* and the Utilities Commission as soon as reasonably practicable after, and in any event within 90 *business days* of receipt of a notification of a *reportable incident* (or otherwise becoming aware of the occurrence of a reportable incident).
- (h) In investigating, reviewing and reporting on reportable incidents, the *Power System Controller* is to be guided by *good electricity industry practice* and the requirements of the *Power System Incident Reporting Guideline*.

7.5 POWER SYSTEM INCIDENT REPORTING GUIDELINE

7.5.1 Obligation to develop and maintain the Power System Incident Reporting Guideline

- (a) The *Power System Controller* must develop and maintain a guideline (to be known as the *Power System Incident Reporting Guideline*).
- (b) The purpose of the *Power System Incident Reporting Guideline* is to provide further detail concerning the various processes referred to in this Section 7.
- (c) In developing or amending the *Power System Incident Reporting Guideline*, the *Power System Controller* must take into account *good electricity industry practice*, consider the need for consistency between this *Code* and the *Power System Incident Reporting Guideline* and consult with the Utilities Commission and *System Participants*.
- (d) The *Power System Incident Reporting Guideline* will include provisions which describe:
 - (1) the form, manner and content of notifications and reports that are required to be provided under this Section 7;
 - (2) the factors and other considerations to be taken into account in assessing the matters referred under this Section 7; and
 - (3) the criteria to apply to the request by the System Participant for an extension in the timeline for the provision of the Brief Report identified in clause 7.4.1 (d).

7.6 INDEPENDENT INVESTIGATION OF A REPORTABLE INCIDENT

- (a) Without limiting the *Power System Controller's* obligations and rights to investigate and report on *reportable incidents* under this Section 7, the *Power System Controller* must, if directed by the Utilities Commission, engage an independent expert to:
 - (1) investigate;
 - (2) conduct a review of; and
 - (3) report on,a *reportable incident*.
- (b) The terms of reference for the independent investigation must be developed by the *Power System Controller*, and approved by the Utilities Commission.
- (c) The *Power System Controller* and each *System Participant* must co-operate with the independent expert for the purposes of conducting and completing its investigation, review and report under clause 7.6 (a), including by using their reasonable endeavours to provide any information and assistance requested by the independent expert.
- (d) The cost of the independent investigation will be met by the *Power System Controller*.

8 OTHER MATTERS

8.4 POWER SYSTEM CONTROLLER REPORTS

8.4.1 Half yearly report to the Utilities Commission

- (a) The Power System Controller must submit a report to the Utilities Commission and System Participants which sets out:
- (1) the performance of the *power system* and details of any *reportable incidents*;
 - (2) details of any new *System Participants* and their *facilities*;
 - (3) details of any issues causing or resulting in a risk to *power system security*;
 - (4) details of any *black system* which occurred;
 - (5) any excess use of the *network*;
 - (6) any loss of *generation/major transmission lines*;
 - (7) the occurrence of any *under-frequency load shedding*; and
 - (8) the occurrence of any lack of *reserve/low reserve*,
- during the 6 months before the submission of the report.
- (b) The report must be issued on or before 31 January and 31 July each year.

8.4.2 Annual Reports

The *Power System Controller* may contribute (as resources allow and as requested by a *System Participant*) in relation to information for that *System Participant's* annual report.

ATTACHMENT 1 GLOSSARY OF TERMS OF THE CODE

<i>load</i>	A <i>connection point</i> or defined set of <i>connection points</i> at which electrical power is delivered to a person or to another <i>network</i> or the amount of electrical <i>energy</i> delivered at a defined instant at a <i>connection point</i> or aggregated over a defined set of <i>connection points</i> .
<i>Power System Incident Reporting Guideline</i>	The guideline developed by the <i>Power System Controller</i> under clause 7.5.1.