

SPECIFICATIONS GUIDE

These specifications have been extracted from the Request Document CUARGS2014.

Please note that suppliers may have negotiated additional terms and conditions. These variations are captured under the sections title 'Variations to terms and conditions' for each supplier.

You may contact the supplier/and or the contract manager to discuss how these variations may affect you as required.

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SCHEDULE 2 - SPECIFICATION / STATEMENT OF REQUIREMENTS

1.1 STATEMENT OF REQUIREMENTS

1.1.1 OVERVIEW

The Department of Finance (as the 'Contract Authority') is seeking to establish a state-wide panel arrangement for the reliable supply of reticulated gas (natural gas or LPG) to Western Australian State Public Authorities.

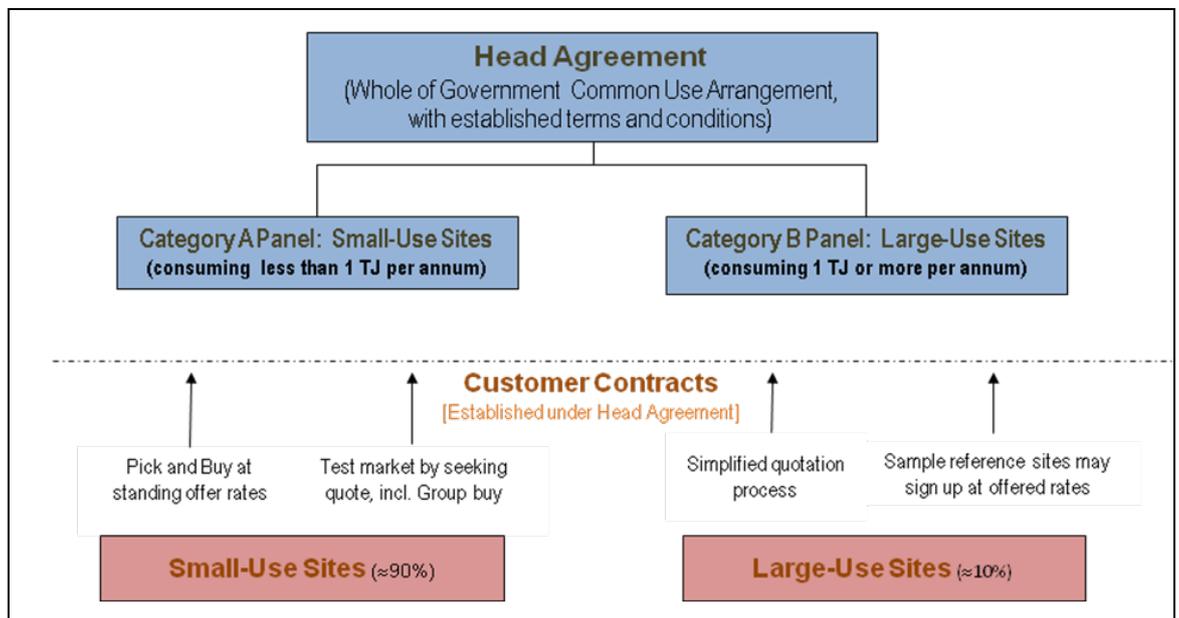
The objective of this common use arrangement is to reduce procurement workloads and cost to industry and government, and to streamline the purchasing mechanism. By minimising the amount of contractual negotiations and simplifying the buying process, Customers will be able to establish a reticulated gas contract faster than currently experienced.

The Successful Respondent(s) is required to:

- (a) supply reticulated gas (natural gas or LPG) and provide associated Services;
- (b) supply reticulated gas to meet current and future consumption requirements of Customer sites over the term of the Customer Contracts;
- (c) manage all network access arrangements for Customer sites including, at its own cost, offering assistance to the Customer in arranging with the network distribution providers for connection of services to the sites; and
- (d) manage all associated wholesale reticulated gas market requirements.

The Contract Authority will establish standard Terms and Conditions with reticulated gas retailers which will form the basis of their contracts with Customers should they be contracted to supply reticulated gas. Upon finalisation of Terms and Conditions, reticulated gas retailers who are successful Respondents will be appointed to a competitive Panel to provide reticulated gas supply to State Public Authorities.

Diagram: Overview of CUARGS2014



Most State Public Authorities have a mixture of small-use and large-use sites.

Customer sites may remain on regulated gas tariff if the tariff is the better value for money alternative.

1.1.2 RETAIL SERVICES

The Successful Respondent(s) is required to:

- (a) supply reticulated gas (natural or LPG) to meet current and future load requirements of the Customer over the term of the Customer Contract;
- (b) provide a range of retail account management services including, billing, customer call centre contact, payment facilities (including EFT), consumption and cost data reporting and pricing advice to the Customer;
- (c) provide dedicated account management personnel;
- (d) provide historic gas consumption data covering at least the elapsed term of the Customer Contract in electronic format;
- (e) provide a priority 24 hour contact facility for emergencies such as outages as well as other issues relating to the supply of reticulated gas;
- (f) arrange, at its own cost, for the transfer of relevant sites of the Customer to supply by the successful Respondent (other than for costs of any capital works charged by the network operator for gas connection to a site, which costs will be borne by the Customer);
- (g) assist, at its own cost, the Customer to arrange for the installation of any upgraded metering required for the supply of reticulated gas to a site under a Customer Contract appropriate to the gas demand at that site at the network operator's prevailing rates in accordance with Schedule 2, Clause 1.2.5(b);
- (h) allow for the transfer of the Customers at the conclusion of this arrangement to a new supply arrangement; and
- (i) provide, as reasonably possible, all historic information to a Customer or to a third party appointed by the Customer.

1.1.3 GOVERNMENT RETICULATED GAS USAGE

The proposed CUA has a turnover value estimated at \$22.4 million per annum (non-indexed) for its connected sites. There is an estimated 729 sites that are currently connected to reticulated gas supply, with an estimated annual consumption of 1,131 TJ per annum. The total turnover is estimated at \$224 million over the initial contract term and all extensions, disregarding inflation, commodity and other cost increases.

The turnover figure does not include gas fuel for Transperth buses as the Public Transport Authority has outsourced this function until 2019. However, this CUA will not preclude the Public Transport Authority from purchasing gas for its Transperth buses in the future. Including Transperth buses will increase total annual gas consumption to an estimated 2,011 TJ or \$35 million per annum (non-indexed). Successful Respondents are expected to have the flexibility to cater for any increased usage.

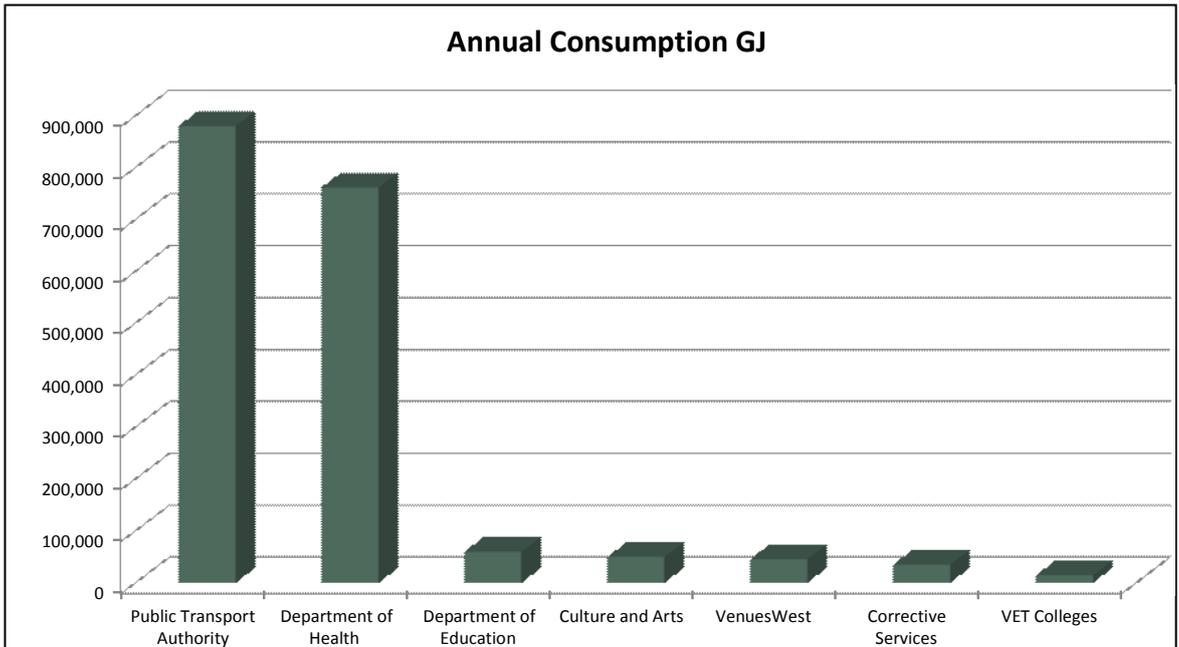
There are currently a total of four retailers supplying reticulated gas to the Western Australian Government.

SCHEDULE 2 – SPECIFICATION/STATEMENT OF REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART

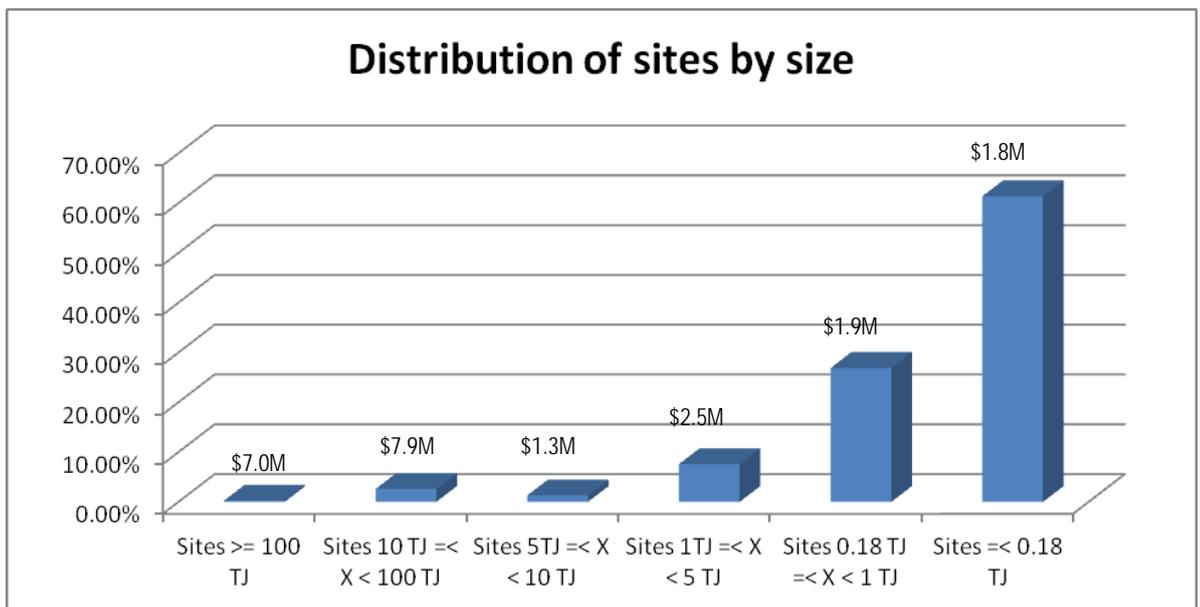
State Public Authorities with at least one very large site > 10 TJ per annum are as follows.

Health	Public Transport Authority	VenuesWest
Culture and Arts	Corrective Services	

Across government, the top 2 largest buyers are the Public Transport Authority (including Transperth buses) and the Department of Health. State Public Authorities consuming >10 TJ per annum are shown below.



Based on profile data of 599 government sites, it is estimated that around 90% of sites consumes less than 1 TJ per annum while about 3% of sites consumes above 10 TJ per annum. The column chart below shows the distribution by gas consumption.



Note: Not including Public Transport Authority Transperth buses. Metered sites consuming < 1 TJ per annum are classified as small-use sites. 1 TJ and above are classified as large-use sites.

1.1.4 VALUE ADDED SERVICES

The Respondent may offer value-added products and services, packaged as part of its Offer, which it believes will provide Customers with tangible benefits. In particular, the Respondent may offer a range of optional services for the discretionary use of the Customer, including, but not limited to:

- (a) real time monitoring, gas demand management tools and on-line portal for access to the Customer's gas consumption profile;
- (b) improving Customer understanding of the billing components in an invoice, applicable formulae, and how they are charged for gas usage;
- (c) identification of cost reduction opportunities on how to use energy effectively, and where gas usage may reduce customer costs in comparison with other forms of energy; and
- (d) free training on how to use gas safely.

The Respondent shall advise the Customer of any additional costs for value added services where applicable.

1.1.5 COMMERCIAL AGREEMENTS

The Successful Respondent must have all necessary commercial arrangements for the supply of reticulated natural gas for the period of the Head Agreement and Customer Contracts and comply with applicable law, with respect to:

- Gas purchase;
- Gas transmission;
- Gas distribution; and
- Gas sales.

The Successful Respondent must establish and manage all commercial and legal relationships with other gas entities that are necessary for the purposes of supplying reticulated natural gas or LPG to State Public Authorities (including producers, transmission owners and operators, distribution owners and operators, and regulators).

1.1.6 INDUSTRY STANDARDS AND LEGISLATIVE REQUIREMENTS

The Successful Respondent will be required to adhere to all legislative requirements, regulations, industry standards and market rules when supplying reticulated natural gas under this arrangement. These may include, but not limited to, the following:

- Energy Coordination Act 1994;
- National Gas Access (WA) Act 2009;
- Gas Standards Act 1972;
- Energy Coordination (Customer Contracts) Regulations 2004;
- Energy Coordination (Gas Tariffs) Regulations 2000;
- Energy Coordination (Higher Heating Value) Regulations 2008;
- Energy Coordination (Last Resort Supply) Regulations 2005;
- Energy Coordination (Ombudsman Scheme) Regulations 2004;

- Energy Coordination (Retail Market Schemes) Regulations 2004;
- Energy Operators (Powers) Act 1979;
- Energy Safety Act 2006;
- Energy Safety Levy Act 2006;
- Gas Marketing Code of Conduct; and
- Retail Market Rules.

Should any changes occur during the term of the Contract that impact on the supply of Services to the Customers, it is the responsibility of the Successful Respondent to notify the Contract Authority of these changes within a reasonable time period.

1.2 SPECIFICATION

1.2.1 ACCOUNT MANAGEMENT

The Contractor must nominate an account manager to fulfil the following requirements, as a minimum:

- (a) Act as the representative of the Contractor;
- (b) Be the principal point of contact for the Contractor with respect to the overall administration of any awarded Contracts;
- (c) Meet with the Contract Authority's and Customers' Delegates as required to provide information regarding the Contractor's performance under the Common Use Arrangement;
- (d) Answer the Contract Authority's and Customers' queries and work with them to address issues relating to matters deemed urgent arising out of the Services provided by the Contractor; and
- (e) Meet with the Contract Authority and interested Customer representatives at least once every three (3) months during the life of the Head Agreement to review key performance indicators and discuss the performance of the Common Use Arrangement.

1.2.2 INVOICING AND BILLING

1.2.2.1 Billing Systems

Contractors must provide invoices to each Customer in electronic and / or paper form as nominated by the Customer, including consolidated invoicing if required.

Where electronic invoicing is elected, the electronic invoice must be sent to the nominated customer contacts electronically on the invoice date.

Contractors must be prepared to negotiate with Customers for billing information to be provided in an agreed format to suit existing internal billing processes (e.g. MS Excel or CSV format).

As a minimum, the system must recognise at least two levels of accountability. These are:

- (a) Level 1. Consolidated account involving multiple metered sites; and
- (b) Level 2. Individual account involving each metered site (identified by MIRN).

Each Customer must be able to nominate the level at which it will be billed for services, and the levels at which financial or service reports will be generated.

The invoice must be sufficiently detailed to reflect the services ordered by the Customer. Component costs are to be itemised separately on all invoices as per the price schedule and contain at least the minimum invoicing information as described in the following section.

The Contractor must render a bill for the gas charges within fifteen (15) days from the date meter readings are received by the Contractor.

1.2.2.2 Minimum Invoicing Information

Invoices shall be presented monthly for payment and billed preferably from the first day of a month or as agreed with the Customer. Contractors may present invoices every two months (or at other intervals) for payment if agreed between

SCHEDULE 2 – SPECIFICATION/STATEMENT OF REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART

the Customer and the Contractor where the metering provider is unable to provide monthly readings.

The Contractor must present a single invoice for each account and include details of all charges and parameters used for calculations for each metered site.

As a minimum, the invoice shall contain the following:

For Bundled Pricing	For Unbundled Pricing
Customer Name	Customer Name
Customer Site Address	Customer Site Address
Account Number	Account Number
Supply Period	Supply Period
Current meter reading or estimate	Current meter reading or estimate
Invoice Number and Date	Invoice Number and Date
Meter Installation Registration Number (MIRN)	Meter Installation Registration Number (MIRN)
Meter No.	Meter No.
Supply Charge	Supply Charge
Gas Usage Quantity and the Charge	Gas Usage Quantity and the Charge
Include in the invoice: <ul style="list-style-type: none"> • ATCO network tariff applicable. • Parameters and formulae used to calculate various charges. 	Include in the invoice: <ul style="list-style-type: none"> • ATCO network tariff applicable. • Parameters and formulae used to calculate various charges. For sites on ATCO A1 tariff, include: <ul style="list-style-type: none"> • Interconnection Distance (km) • Peak Flow Rate or Maximum Hourly Quantity (MHQ) etc. For unbundled pricing, network components must be separately where applicable such as: <ul style="list-style-type: none"> • Distribution standing charge • Distribution demand charge • Distribution usage charge • Distribution User Specific Delivery Facilities (USDF) charge • Any other distribution charges
Other Charges (itemised)	Other Charges (itemised)
GST	GST

Where a charge relates to a period outside of the billing period, this must be separately and clearly listed.

The Contractor must acknowledge that Customers may request changes to the manner in which their accounts are grouped on the consolidated invoice and the Contractor shall use reasonable effort to meet the requests.

Customers may seek to add additional customer sites to the same account. The prices for added sites shall be determined as provisioned in Schedule 6, 'Buying Rules'.

1.2.3 REPORTING

1.2.3.1 General Requirements

The Contractor shall provide periodic reports to the Contract Authority and/or the Customer if so requested. These reporting services shall be provided at no additional costs to the Contract Authority.

The following are general reporting requirements under this whole of Government Common Use Arrangement:

- (a) The required spreadsheet format, showing the reporting and data requirements, will be made available to the Contractor by the Contract Authority or Customer. All reports provided under this Common Use Arrangement must be compatible with Microsoft Excel.
- (b) All reports must be sent by email to the recipient no later than twenty-eight days from the conclusion of each period. For the purpose of reporting, a “quarter” shall mean a period of three months ending on the 31st March, 30th June, 30th September and 31st December respectively and “monthly” shall mean a period of one month ending on the last day of each month.
- (c) The Contractor must be prepared to provide urgent information to the Contract Authority or Customer on a reasonable ad hoc basis at no additional cost.
- (d) There may be a need to adapt or add reports to meet the changing and increasing demand for management information. Any provided report formats are indicative only and may be modified over the term of the Common Use Arrangement.
- (e) The frequency of data provision and data formats may be modified by agreement between the Contract Authority or Customer and the Contractor.
- (f) The Contractor shall maintain adequate data for their reports. The essential requirements for all electronic reports are as follows:
 - Flat file format e.g. headings in the first line only
 - Consistent and not changed over time
 - Data fields should have normalised data
 - Data rows show each transactional line
 - Provided electronically in a *.csv or MS Excel format
 - Compatible with Microsoft Office 97-2003 suite of products

1.2.3.2 Whole of Government Reporting Requirements

The indicative reporting format for whole of Government reporting is detailed in Attachment **A**.

Government Procurement (GP) requires as part of Common Use Arrangement (CUA) all sales information relating to your sales under the Head Agreement. This shall cover all sales and consumption of reticulated gas under Category A small-use sites, and Category B large-use sites. The Contractor will be required to supply this information electronically in an Excel spreadsheet on a quarterly basis (hereinafter referred to as “Sales Report”).

To manage the large number of Sales Reports being received, GP has implemented a database warehouse solution. This database provides GP with the tools to better analyse sales information, enabling whole of Government contracts to be more closely tailored to Government's needs as well as providing superior contract management support information. It is also likely that market share information and comparative performance information could be provided to Panel Suppliers on their relative performance under the CUA.

Implementation of the database solution means that sales report formats must meet minimum standards relating to layout and content.

All pricing must be GST exclusive.

1.2.3.3 Customer Reports and Information Requirements

Reports and information for the Customer may be provided by the Contractor via a self-service web portal accessible via the internet or sent to the Customer by email in electronic form. These reporting services shall be provided at no additional costs to the Customer.

Reports and information required by the Customer during the Customer Contract Term may include:

- (a) reports of the consumption of gas usage at each of the Customer's sites and associated invoiced amounts;
- (b) any metering data where requested by the Customer for each of its sites;
- (c) notification of events which will, or are likely to, prevent the Contractor from performing its obligations under the Customer Contract;
- (d) historic gas consumption data in electronic and or hard copy format (e.g. usage profile data - the indicative metering data required is detailed in Attachment B); and
- (e) notice of the implementation of any price adjustments under the Customer Contract and related justifications.

1.2.3.4 Data to be transferred on termination of Head Agreement

The Contractor is to provide Contract Authority, at no cost at least three (3) months before the expiry of the Head Agreement, an electronic copy of the data for all contracted Customer sites. These are to be provided electronically by email to the Contract Manager in the requested format.

The data must be in MS Excel or *.csv format and current as at the "cut-off date" to be provided by the Contract Authority. The data provided must include the following details as a minimum:

- (a) Name of the State Public Authority
- (b) ABN of State Public Authority / Customer
- (c) Customer contact name
- (d) Customer contact email (where available)
- (e) Customer contact telephone (where available)
- (f) Site address
- (g) Postal address
- (h) Current account numbers

- (i) MIRN
- (j) Meter number
- (k) Meter type
- (l) Annual Gas Usage (GJ)
- (m) ATCO Network Tariff
- (n) Billing Frequency

1.2.5 GAS METERING

- (a) The Contractor shall be responsible for arranging the supply, installation, maintenance and operation of the metering facilities by the network operator.
- (b) If an upgrade of the existing meter is required, then the cost of the upgrade shall be borne by the Customer and passed through 'at cost'.
- (c) Where no reading has occurred, the Contractor shall make best endeavours to provide to the Customer the reasons offered by the network operator and assist in resolving the issue. In this event, the amount of gas supplied will be estimated by the Contractor (acting reasonably) based on all relevant information available, including prior billing history.

The Contractor shall issue a corrected invoice within 30 days of receipt of actual data, along with an appropriate adjustment.

- (d) Where restricted access to the metering equipment at any Customer site prevents correct meter reading; or the metering equipment at any Customer site makes incorrect or no readings for any reason, and this results in inaccurate billing by the Contractor, the Contractor must:
 - i. notify, as soon as reasonably practicable, the Customer and the relevant State Public Authority, indicating the nature of the problem and outline what is required to efficiently address the problem, and
 - ii. implement a code compliant data substitution procedure.

1.2.6 SITE TRANSFERS

Upon being awarded a Customer Contract, the Contractor shall facilitate the transfer of the Customer sites from existing regulated tariffs or expiring contractual arrangements in a timely and efficient manner by the agreed commencement date.

Subject to the timeline for site transfer in the context of market rules requirement, the Contractor shall procure the transfer from the Customer's reticulated gas retailer so that gas will be supplied by the Contractor to the Customer from a mutually agreed date. Costs incurred in completing this transfer shall be borne by the Contractor.

1.2.7 CUSTOMER SITE REQUIREMENTS

There are a variety of customer sites that requires the supply of reticulated gas. These sites include, but not limited to, office buildings, hospitals, schools, campuses, prisons, libraries, museums, theatres, cemeteries, smelters, public facilities and parks, and residential homes.

From time to time, the Customer may advise the Panel of their specific site requirements (e.g. security requirements applicable to Contractors for entry into Customer premises) when seeking a quote or buying services.

The Customer shall attach any additional specifications (including Customer Contract Details where required) to their request for quote or order form as in Schedule 5. It will be the responsibility of the successful Respondents to clarify, understand and comply with the Customer specific requirements.

Standard requirements applicable to all customer sites are:

(a) Quotations - Gas usage estimates

When a Customer requests for a quote, the Customer shall specify an estimated gas usage per annum for each MIRN. The Panel Contractor shall verify the historic gas usage data for each MIRN to provide a quote.

If the annual gas usage specified in a request for quote is excessive or under requirement for that MIRN, the Panel Contractor shall advise the Customer accordingly of the historical usage and consult the customer to arrive at an appropriate annual contract quantity.

(b) Variation to usage (Minimum and Maximum Quantities)

Due to the different customer requirements, gas consumption may vary considerably between summer and winter and / or specific periods of the year.

There must be no penalty for gas usage by Customers that varies within 10% above or 25% below the annual contract quantity within a contract year. The percentage charged (or any penalty) for exceeding or not meeting threshold consumption is to be disclosed in any quote or standing offer. Excess or minimum charges must be based annually.

In case of foreseeable downsizing or shut-down of facilities, the Customer shall advise the Panel Supplier of the tentative timelines when seeking quotes. Under such circumstances, the Customer may reset the 'minimum take or pay' gas quantity by providing three months' notice to the Contractor.

In addition, Maximum Daily Quantity (MDQ) shall generally only be applicable for customer site(s) with telemetry meter(s) and consuming > 10 TJ per annum based on individual MIRN, unless otherwise agreed between the Customer and Contractor.

(c) Network tariffs

At the commencement of the Contract and thereafter annually, the Contractor will be required to undertake a tariff review for its Customer sites to ensure that each delivery point is operating under the optimal distribution network tariff.

If a more favourable alternative tariff is available, the Contractor shall advise the Customer on the benefits of changing the network tariff. The Contractor shall offer assistance to the Customer to change to a more favourable network tariff as and when requested.

SCHEDULE 16 – ADDITIONAL DOCUMENTS

Please note the following attachments form part of Request CUARGS2014 – Common Use Arrangement for Reticulated Gas:

Attachment	Title of document	Document type	Instructions
A	Whole of Government Reporting – Reporting Format	Included in this Request document	<ul style="list-style-type: none"> Respondent to read and keep this part.
B	Customer Reports and Information Requirements – Reporting Format	Included in this Request document	<ul style="list-style-type: none"> Respondent to read and keep this part.
C	Western Australia's Gas Supply Areas	Included in this Request document	<ul style="list-style-type: none"> Respondent to read and keep this part.

ATTACHMENT A – Whole of Government Reporting – Reporting Format**1. Sales Report Requirements**

Implementation of the database solution means that sales report formats must meet minimum standards relating to layout and content. See Report **A** for an example.

1.1 Sales Report Frequency

Sales reporting will be on a quarterly basis.

1.2 File Name of the Sales Report

Sales reports **must** be named in the format below:

CUA yymm yymm Supplier Name

For example

RGS2014 1407 1409 XYZ COMPANY

The naming of the sales report is made up of the CUA number (e.g. RGS2014), the date range of the report (e.g. 1407 1409 is for the reporting period July 2014 to September 2014) and the supplier trading name (e.g. XYZ Company).

1.3 Delivery Method

Sales reports are to be emailed to a centralised email address mentioned below:

 **Email:** sales.reports@finance.wa.gov.au

A copy (cc) of this report is also to be sent to the Contract Manager.

1.4 Sales Report Format

Essential requirements for future sales reports are as follows:

- Flat file format i.e. headings in the first line only
- Consistent and not changed over time
- Data fields should have normalised data
- Data rows show each transactional line
- Provided electronically in a *.csv or MS Excel format (.xls)
- Include all transactions, for applicable categories, in the one file

1.5 Data Set

The required data set for reporting each sale under the Reticulated Gas RGS2014 is shown in Report **A**. Schedule **2** of the Request for Tender document specifies the timeframes for which this dataset is required to be submitted each quarterly period. The first submission of 2015 is required within **28** days following the end of the first quarter after contract award.

2. Implementation

It is strongly recommended that you develop a report that extracts data directly from your financial/sales system in the required format avoiding manual manipulation of sales reports to meet the required standard. The advantage of developing sales reports in this manner is that it minimises errors, simplifies production of reports on an ongoing basis and significantly reduces the resources required to produce the sales reports.

3. Sales Report Business Rules

The specific business rules that sales reports must comply with are listed below.

3.1 Spreadsheets

- Auto filter must not be turned on anywhere within the spreadsheet
- Spreadsheets must not contain data for more than one reporting period
- Summaries are not to be included as the first tab on any spreadsheets

3.2 Worksheets

- No hidden worksheets
- No leading or trailing spaces in worksheet names
- No totals or subtotals
- No hidden columns
- No additional columns
- No merged cells
- No charts, logos or other embedded objects
- No strikethrough fonts
- No formatting
- No text in numeric fields (such as Nil in a quantity or currency (\$) field), use zeros ('0')
- No currency (\$) formatting with a dash, use zeros ('0')
- No drop down lists
- No dittos or blank fields to represent repeated data, each row must be self-contained
- A blank cell does not mean the same as the cell above. Repeat information on every row
- Information should be in a separate columns and not embedded in a description

3.3 Columns

- One header row – do not merge cells
- Each column name is unique
- Each column must represent one piece of information
- The column name must **not** change over time. (It cannot represent a changing value like a month)
- No hidden columns

3.4 Data

- Do not include sub-totals or totals
- Do not to use abbreviations
- Dedicate a row (Line) of information for specific product/service (Do not mix a product or service data on the same line)
- Our preference for the date format is dd/mm/yyyy
- Our preference for the currency format is '0.00' (2 decimal points)
- All columns are mandatory unless otherwise indicated

4. Contacts

Contract Manager

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5. Dataset Field Descriptions (For Report A – Reticulated Gas Sales Quarterly Report – All Sites)

	Field Header	Format	Description
A	Invoice Date	Date	Date of the invoice for the billing period (dd/mm/yyyy)
B	Invoice Number	Text	Invoice number of the Customer's metered site
C	Buying Entity	Text	Non-abbreviated name of the customer that placed the order e.g. – Morley Senior High School, or Renal Ward Charles Gairdner Hospital or Department of Water
D	Buying Entity Contact Name	Text	Name of Customer contact – e.g. John Smith
E	Buying Entity Contact Email	Text	Email address of the Customer contact
F	Buying Entity Contact Phone	Text	Customer contact phone number
G	Invoice Address	Text	Address where invoices are sent
H	Site Name	Text	Name of the site where power is supplied (e.g. Royal Perth Hospital)
I	Site Address	Text	Address of the site where power is supplied
J	Account Number	Text	Reticulated Gas account number of the Customer's metered site
K	MIRN	Number	Meter Installation Reference Number
L	Meter Number	Text	Meter number of the Customer site being billed
M	Pricing Bundled or Unbundled	Text	Specify if contract pricing is 'bundled' or 'unbundled'
N	Supply Charge \$	Currency	Supply charges billed
O	Gas Usage GJ	Number	Gas usage by the MIRN in GJ
P	Gas Usage Charge \$	Currency	Gas Usage charges billed
Q	Gas Overrun Charge \$	Currency	Gas Overrun charges billed
R	Network Distribution Standing Charge \$	Currency	Network – Distribution Standing Charge component billed
S	Network Distribution Demand Charge \$	Currency	Network – Distribution Demand Charge component billed
T	Network Distribution Usage Charge \$	Currency	Network – Distribution Usage Charge component billed
U	Network Distribution User Specific Delivery Facilities Charge \$ (USDF)	Currency	Network – Distribution User Specific Delivery Facilities component billed
V	Other Charges \$	Currency	Total of other charges that do not fit into any of the other columns e.g. incidental services related to new meter installations, purchase of RECs
W	Other Charges description	Text	Summary description of Services under 'Other Charges'
X	GST Charges \$	Currency	Goods and Services Tax (GST) charges billed
Y	Total Charges \$	Currency	Total of all charges in columns 'N' to 'Y' billed to the Customer
Z	Maximum hourly quantity (MHQ) GJ	Number	Maximum hourly quantity (MHQ) in gigajoules used for calculating network charges for sites on ATCO A1 tariff for the reporting period.
AA	Interconnection Distance (km)	Number	Distance in kilometres from customer site to transmission line used for calculating network charges for sites on ATCO A1 tariff.
AB	Invoiced Period Start Date	Date	Date of the invoice billing period start date
AC	Invoiced period End Date	Date	Date of the invoice billing period end date
AD	Invoiced Number of Days	Number	Number of days in the invoiced period
AE	Site Location	Text	Indicate 'Mid-West/South-West area', 'Kalgoorlie-Boulder area', 'Albany area' or 'Others'

Report A – Reticulated Gas Sales Quarterly Report – All Sites

Quarterly Report:	From: First day of the quarter being reported (e.g. 1 Oct 20XX)	To: Last day of the quarter being reported 31 Dec 20XX)
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For Invoices issued during the Quarter

A	B	C	D	E	F	G	H	I	J	K
Invoice Date	Invoice Number	Buying Entity	Buying Entity Contact Name	Buying Entity Contact Email	Buying Entity Phone	Invoice Address	Site Name	Site Address	Account Number	MIRN
31/08/2015	219 889 29182	E.g. Disability Services	Joe Bloggs	Joe.bloggs@icwa.wa.gov.au	9222 4567	1 Class St., Morley, WA xxxx	Perth Homes	2 Home St., Perth, WA xxxx	39727779022	5600614030
16/09/2015	233 002 20103	E.g. Department of Health	Mary Smith	Mary.smith@depot.wa.gov.au	9222 1234	2 Block St., West Perth, WA xxxx	Health Hospital	2 Depot St., Perth, WA xxxx	39727779023	5600400860

Continued

L	M	N	O	P	Q	R	S	T	U	V
Meter Number	Pricing Bundled or Unbundled	Supply Charge \$	Gas Usage GJ	Gas Usage Charges \$	Gas Overrun Charge \$	Network Distribution Standing Charge \$	Network Distribution Demand Charge \$	Network Distribution Usage Charge \$	USDF Charges \$	Other Charges \$
M65AL055	Bundled	\$17.50	3.74	\$3,397.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00
M18AL0031	Unbundled	\$2,209.50	1,446.157	\$11,106.49	\$53.87	\$2,062.20	\$0.00	\$2,829.47	\$176.40	\$0.00

Continued

W	X	Y	Z	AA	AB	AC	AD	AE
Other Charges description	GST Charges \$	Total Charges \$	Maximum hourly quantity (MHQ) GJ	Interconnection distance (km)	Invoiced Period Start Date	Invoiced period End Date	Invoiced Number of Days	Site Location
1 new meter installed	\$359.07	\$3,590.70	-	-	1 Jul 2015	31 July 2015	31	Mid-West/South-West area
-	\$2,173.31	\$21,1733.10	50	6.2	1 Jul 2015	31 July 2015	31	Kalgoorlie-Boulder area
								Albany area

- Note:**
1. For sites on Bundled Pricing, columns 'Q' to 'U' may be indicated \$0 if these charges are already included in the bundled pricing.
 2. Column 'V' 'Other Charges' are to include other charges that do not fit into any of the other columns, such as incidental services related to the installation of new meters, late payment, etc. A description (by line items) of the other charges under Column 'V' is to be provided in Column 'W'.
 3. Columns Z and AA must be completed for all ATCO A1 tariff sites with the MHQ and Interconnection distance used by the retailer for calculating network tariff charges. For sites on other tariffs, please provide the MHQ and Interconnection distance where the information is available.

ATTACHMENT B – Customer Reports and Information Requirements – Reporting Format

Dataset Field Descriptions (For Report B – Monthly Metering data for Customer Sites if requested)

	Field Header	Format	Description
A	Date	Date	Date relevant to that line of data
B	Daily Total Gas Usage GJ	Number	Gas usage by the MIRN in gigajoules
C	Maximum hourly quantity (MHQ) GJ	Number	Maximum hourly quantity (MHQ) in gigajoules used for calculating network charges for sites on ATCO A1 tariff. Leave blank otherwise.
D	Time @ Max On-Peak Demand GJ	Date	Time in which the customer site demand peaks during the day.
E	Time @ Max Off-Peak Demand GJ	Date	Time in which the customer site demand is lowest during the day.
F	Mean Temperature (°C)	Number	Mean temperature of gas for the part of the network relevant to the customer site.
G	Mean Pressure (Kpa)	Number	Mean pressure of gas for the part of the network relevant to the customer site.

Report B – Monthly Metering data for Customer Sites

From: First day of month being reported (e.g. 1 Jan 20XX) to Last day of month being reported (e.g. 31 Jan 20XX)

<i>Agency Name:</i>	Name of State Public Authority	<i>Meter Number:</i>	Enter Meter Number
<i>Site Address:</i>	Address of the Site being reported	<i>MIRN:</i>	Enter MIRN Number
<i>Network Tariff:</i>		<i>Interconnection Distance (km)</i>	Enter kilometres)

A	B	C	D	E	F	G
Date	Daily Total Gas Usage GJ	Maximum hourly quantity (MHQ) GJ	Time @ Max On-Peak Demand GJ	Time @ Max Off-Peak Demand GJ	Mean Temperature (°C)	Mean Pressure (Kpa)
1 Jan 2015	200	30	01:00	14:00	16	2.75
2 Jan 2015	350	40	02:00	15:00	16	2.75
3 Jan 2015	250	35	01:30	14:30	16	2.75
4 Jan 2015	300	32	02:30	16:00	16	2.75
5 Jan 2015	290	34	02:00	13:00	16	2.75
etc.	etc.	etc.	etc.	etc.	etc.	etc.
.....
30 Jan 2015	340	30	02:00	15:00	16	2.75
31 Jan 2015	390	40	01:30	15:30	16	2.75

- Note:**
1. Figures provided above are examples only and do not emulate real figures. In this example, the data is applicable to sites with telemetry meters only.
 2. Some State Public Authorities may require real time gas usage reports on an hourly basis for a set period of hours with a breakdown of volume (meters cube) or MJ per interval.
 3. Customers may also require Report A and either the Contract Authority or the Contractor may provide this to the customers.

ATTACHMENT C – Western Australia’s Gas Supply Areas

WESTERN AUSTRALIA’S GAS SUPPLY AREAS

1 KIMBERLEY

Broome
Derby-West Kimberley
Halls Creek
Wyndham-East Kimberley

2 PILBARA

Ashburton
East Pilbara
Port Hedland
Roebourne

3 GASCOYNE

Camarvon
Exmouth
Shark Bay
Upper Gascoyne

5 WHEATBELT

Beverley	Lake Grace	Toodyay
Brookton	Morredin	Trayning
Bruce Rock	Moora	Victoria Plains
Congin	Mount Marshall	Wagin
Cuballing	Mukinbudin	Wandering
Cunderdin	Narembeen	West Arthur
Dalwallinu	Narrogin (Shire)	Westonia
Dowerin	Narrogin (Town)	Wickepin
Dumbleyung	Northam (Shire)	Williams
Goomalling	Northam (Town)	Wongan-Ballidu
Kellerberrin	Nungarin	Wyalkatchem
Kondinin	Pingelly	Yilgarn
Koorda	Quairading	York
Kulin	Tammin	

4 MID-WEST

Cue	Northampton
Meekatharra	Porenjori
Morawa	Sandstone
Mount Magnet	Wiluna
Murchison	Yalgoo

8 COASTAL

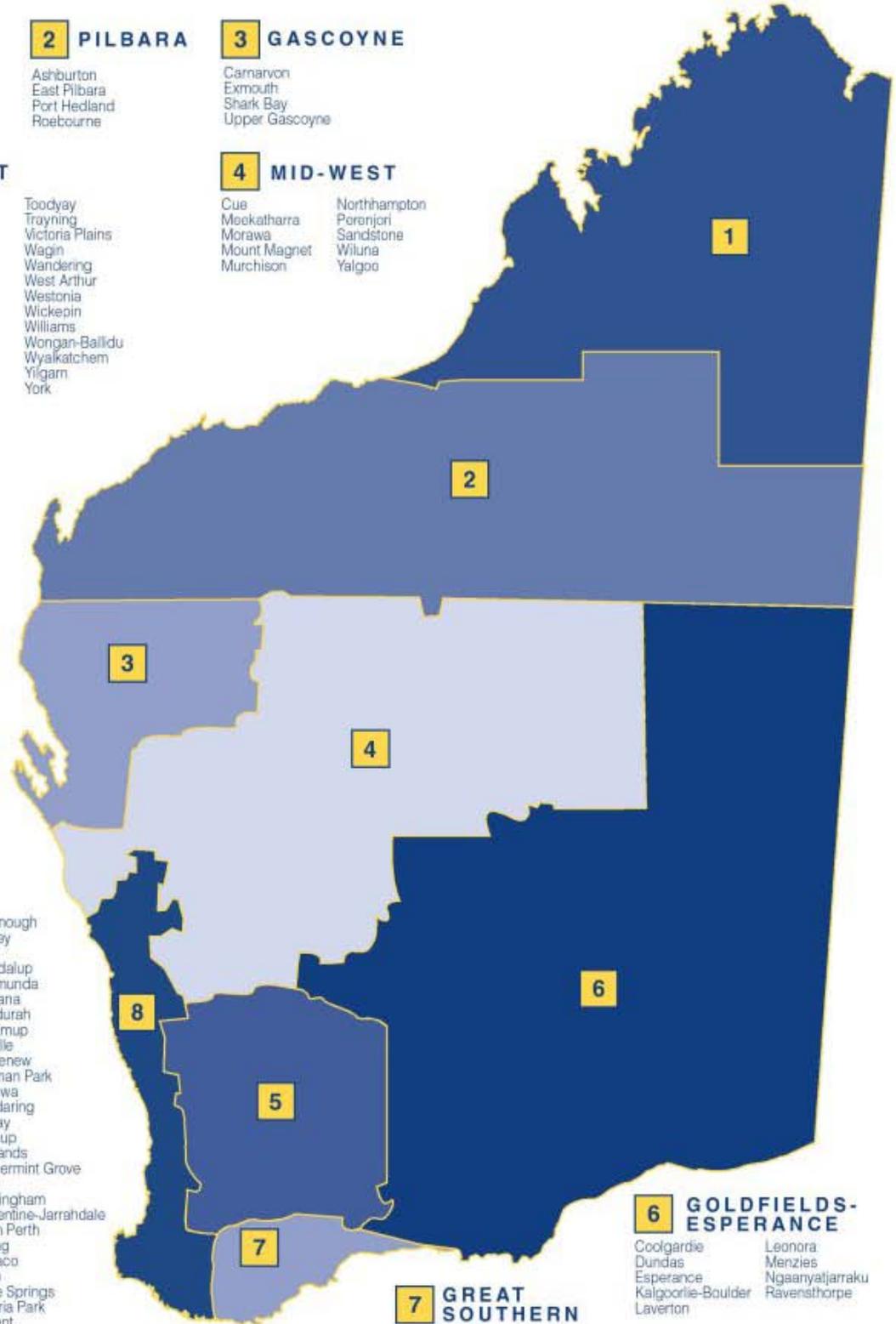
Armadale	Greenough
Augusta-Margaret River	Harvey
Bassendean	Irwin
Bayswater	Joondalup
Belmont	Kalamunda
Boddington	Kwinana
Boyup Brook	Mandurah
Bridgetown-Greenbushes	Manjimup
Bunbury	Melville
Busseton	Mingenew
Cambridge	Mosman Park
Canning	Mullewa
Capel	Mundaring
Carnamah	Murray
Chapman Valley	Nannup
Chittering	Nedlands
Claremont	Peppermint Grove
Cockburn	Perth
Collie	Rockingham
Coorow	Serpentine-Jarrahdale
Cottesloe	South Perth
Dandaragan	Stirling
Dardanup	Subiaco
Donnybrook-Balingup	Swan
East Fremantle	Three Springs
Fremantle	Victoria Park
Geraldton	Vincent
Gingin	Wanneroo
Gosnells	Waroona

7 GREAT SOUTHERN

Albany	Katanning
Broomehill	Kent
Cranbrook	Kojonup
Denmark	Plantagenet
Gnowangerup	Tambellup
Jerramungup	Woodanilling

6 GOLDFIELDS-ESPERANCE

Coolgardie	Leonora
Dundas	Menzies
Esperance	Ngaanyatjarraku
Kalgoorlie-Boulder	Ravensthorpe
Laverton	



SCALE - 1 : 10,000,000

NB: Each Supply Area consists of a number of Local Government districts which are specified above.

Note: As provided by the Economic Regulation Authority at <http://www.era.com.au/licensing/gas-licensing/supply-areas>