

FREEDOM OF INFORMATION ACT 1989
Section 14(1) and (3)

SUMMARY OF AFFAIRS
of

COUNTRY ENERGY
December 2008

SECTION 1 – Policy Documents

Country Energy has produced a wide range of policy and administrative documents in the following areas to which access is available to members of the public:

Customer Newsletters

Regulatory Information

• **Contestable Works**

- Heritage Assessment Management Strategy (HAMS)
- CEM7001 – Network Services: Design Construction Drawings
- Electrical Safety Rules
- Product notification 12
- CEFD6496 - Creation of Easements for Services installed by Level 2 Accredited Service Providers
- CEFD6007 - Accredited Service Providers Requisition and Record sheet for the Supply of Metering Equipment
- CEPG 8079 - High Voltage Connection Requirements
- CEK8058 - P1 Single Phase Electronic Meter Installation and Use
- CEK8059 - Q4A Polyphase Electronic Meter Installation and Use
- CEK8073 - CM170 Single Phase Induction Disc Meter Installation and Use
- General Terms and Conditions for the Supply of Electricity to New Subdivisions and Site Developments
- Easement Requirements
- CEFD9091 - Designer's Advice that Proposed Easement is Suitable
- CEFD9096 - Solicitor's Undertaking that Easement will be Created
- CEFD9090 - Solicitor's Advice that Easement has been Created
- CEFD9082 - Consent Form – Customer Funded Project
- CEFD9095 - Consent Form – Country Energy Funded Project
- CEFD9093 - Consent Form Schedule of Works Required
- CEFD9097 - Terms of Easement for Overhead Powerlines
- CEFD9098 - Terms of Easement for Underground Powerlines
- CEFD9099 - Terms of Easement for Multi purpose Electric Installation
- CEFD6010 - Design Information
- Public Lighting Consent
- CEFD6011 - Design Submission
- Notification to Commence Construction
- Outage/Connection Request
- Completion Notice
- Manual CEM7004 – Contestability (Approved) materials inventory

- CEFD6030 - Approved Materials Form
 - Environmental Impact Assessment
 - Environmental Assessment Supplementary Notes
 - Project Safety and Environment Plan
 - Consultant Checklist for the Preparation of REF
 - CEFD6024 - Environmental Impact Assessment Checklist
 - Notable Changes to the 2006 Service and Installation Rules of NSW
- **Approved Accredited Service Providers**
 - CEPG2397 – Application for Connection Procedural Guideline
 - CEFD6533 – Application for Connection Form
 - Environment Policy
 - CECG1000 - Safety, Health and Environmental Management
 - CEFD6480 - Initial Site Visit Checklist for Contamination Assessment
 - CEPG8008 - Vegetation Management Plan
 - CEPG2227 - Identification, Management and Disposal of PCB Materials
 - CEPG8033 - Electric and Magnetic Fields (Extra Low Frequency)
 - CEPG8052 - Waste Management
 - CEPG1078 - Aboriginal Cultural Heritage (Draft document)
 - CEPG2016 - Environmental Impact Assessment
 - CEFD6024 - Environmental Impact Assessment Checklist
 - CEPG2033 - Management of Acid Sulphate Soils
 - CEPG2043 - Minor Works on Asbestos Based Electrical Mounting Boards for Domestic and Commercial Metering/Electrical Installations
 - CEPG5041 - Project Safety and Environment Plan
 - Schedule of Rates for Minor Customer Service Work
 - Environmental Operations Manual: Handbook
 - Meter Drilling Templates
 - CEPG8004 - Customer Installation Safety Plan
- **Electricity Network Pricing & Info**
 - Annual Prices Report 1 July 2008 to 30 June 2009
 - Network Price List 2008
 - Network Price List Obsolete Tariffs 2008
 - Network Price List Explanatory Notes 2008
 - Annual Prices Report 1 July 2007 to 30 June 2008
 - Network Strategy Statement
 - Network Price List 2007
 - Network Price List Obsolete Tariffs 2007
 - Network Price List Explanatory Notes 2007
 - Cost Allocation Method
 - Street Lighting Management Plan
 - Distribution Loss Factors – Methodology
 - Network Management Plan
 - Electricity Network Performance Report 06-07
 - Public Lighting Use of System Charges 1 July 2007
 - Public Lighting Use of System Charges – Annual Tariff Schedule
 - Standard Form Customer Connection Contract
 - Negotiated Short Form Customer Connection Contract
 - High Voltage Connection Requirements
 - Register of Interested Persons

- Network Pricing FAQs
 - Excluded Services – Customer Funded Connections and Connection Related Services
 - Excluded Services – Type 1-4 Metering Services
 - CEPG4053 – Metering Services: Installing Current Transformer Metering
 - CEFD2016 – Request for CT Metering by Country Energy
 - Instructions for completing CEFD2016
 - Carrier Access Agreement Template
 - Access Price Schedule
 - Capital Contributions
 - Electricity Supply Standard
 - Reimbursement Scheme for Rural and Large Load Customers
 - Network Price List 2006
 - Network Price List 2005
 - Network Price List 2004
 - Australian Inland Network Price List 2004
- **Electricity**
 - Regulated Retail Electricity Charges
 - Retail Price List
 - Residential Electricity Tariffs
 - Residential Electricity Tariffs (Far West Region)
- **Electricity Contract Documents**
 - Standard Form Customer Supply Contract
 - Summary for Small Retail Customers
 - Standard Form Customer Connection Contract
 - Your Rights Regarding Bills and Charges for Electricity
 - Purchase Agreement for Electricity Generated by Small Generation Units for Market Contract Customers - Victoria
 - Pricing for the purchase of small renewable generation – Victorian customers only
 - Electricity (Retail Billing Guaranteed Service Level Scheme) Code – Queensland customers only
- **Gas Network Pricing & Information**
 - Wagga Wagga Gas Transportation Charges
 - Monaro Towns (Bombala and Cooma) Gas Transportation Charges
 - Riverina Towns (Temora, Culcairn, Holbrook, Henty and Walla Walla) Gas Transportation Charges
 - Tumut Valley Towns (Adelong, Gundagai and Tumut) Gas Transportation Charges
 - Wagga Wagga Access Arrangement Information
 - Wagga Wagga Access Arrangement
 - Reference Service Agreement Wagga Wagga Natural Gas Distribution Network
 - Gas Supply Availability Online Request Form
 - Request for Consumption Data
 - Request for Gas Transportation Form – application form Cooma
 - Request for Service – Order Form
 - Meter/Asset Removal Form
 - Meter Upgrade Request Form – Request Form
 - Request for Meter Test – Request Form
 - Request for Change of MDQ – Request Form

- Network Connection Application Form
- Relocation of Network Service – Request Form
- Relocation of Basic Metering Facility Form
- Notice of Leak Test of Consumer Installation
- Certificate of Compliance Form
- **Natural Gas Pricing Documents**
 - Regulated Retail Gas Charges
 - Wagga Wagga & Uranquinty Gas Tariffs
 - Tumut & Gundagai Gas Tariffs
 - Henty, Culcairn, Holbrook & Walla Walla Gas Tariffs
 - Temora Gas Tariffs
 - Cooma & Bombala Gas Tariffs
- **Natural Gas Contract Documents**
 - Standard Form Contract – Gas
 - Summary for Small Retail Customers
 - Your Rights Regarding Bills and Charges for Gas
- **Network Investment Consultation Reports**
 - Final Report – New large network asset construction of second 132kV supply from Cooma to Bega
 - Final Report – New large network asset second 66kV supply from Koolkhan to Maclean
 - Consultation Paper – Proposed new large network asset Second 66kV supply from Koolkhan to Maclean
 - Application Notice – Proposed new large transmission network asset. Development of electricity supply to the NSW Far North Coast
 - Consultation Paper – Proposed new large network asset – Construction of second 132kV circuit from Cooma to Bega
 - Final Report – Demand Management and Assessment and Request for Proposals – Bega/Far South Coast Supply
 - Final Report – Proposed new large transmission network asset. Proposed new large distribution network asset. Development of electricity supply to the Mid North Coast.
 - Final report – Proposed new large transmission network asset. Development of electricity supply to the Cowra/Forbes/Parkes area
 - Transmission Limitations in the Cowra/Forbes/Parkes area
 - Application Notice – Proposed new large transmission network asset. Development of electricity supply to the Port Macquarie area
 - Application Notice – Coffs Harbour – Kempsey (full version)
 - Application Notice – Coffs Harbour – Kempsey (summary)
- **Agri Business**
 - Electricity and Agriculture Safety Fact Sheet
 - Cotton Farming Electrical Safety Fact Sheet
 - Irrigation Electrical Safety Fact Sheet
 - Sugar Cane Electrical Safety Fact Sheet
 - Safety in the Home and Workplaces
 - Viticulture Electrical Safety Fact Sheet
 - Increased Visibility of Powerlines Fact Sheet
 - Are you being SAFE?

- **Construction**
 - Electricity and Plumbing Safety
 - Electricity and Scaffolding Safety
 - Electricity and Your Worksite Safety
 - Emergency response to a Powerline incident
 - Working Near Overhead Powerlines
 - Increase Visibility of Powerlines
 - Are you being SAFE?

- **Community**
 - Are you being SAFE?
 - Christmas Light Safety
 - Domestic Portable Generators
 - Electrical Fire Safety Tips
 - Safety in the Home and Workplace
 - Increased Visibility of Powerlines
 - Storm Safety Advice
 - What to do if the lights go out
 - Structures near Powerlines
 - What all residents should know about living with electricity easements
 - Pesticide Notification Plan
 - Public Electrical Safety Awareness Plan

- **Policies**
 - Risk Management Policy
 - Health and Safety Policy
 - Security and Privacy
 - Environmental Policy
 - Asset Management Policy
 - Customer Service Policy
 - Ethics and Conduct Policy
 - Finance Policy
 - Governance Policy
 - Human Resource Policy
 - Drinking Water Policy
 - Strategy Statement
 - Code of Conduct
 - Conflict of Interest
 - Protected Disclosures
 - Powerful Ethics – Maintaining High Standards of Integrity at Country Energy
 - Statement of Business Ethics – A guide to Contractors, Consultants, Suppliers, Tenderers and Business Partners

- **Vegetation Management**
 - Vegetation Management Plan
 - Tree Planting & Tree Trimming Guide
 - Weed Guide
 - Pesticide Notification Plan

- **Tenders and Expressions of Interest**

Please see the RFT published under this section from time to time

- **Miscellaneous**

- Reliability, Safety & Innovation Document
- Natural Gas Safety Brochure
- Connecting to the electricity network guide
- Summary of Affairs
- Statement of Affairs
- Annual Report
- Press Releases
- Vacancy List & Description

All documents are free of charge unless stated otherwise. These documents are published on Country Energy's website www.countryenergy.com.au.

SECTION 2 – Statement of Affairs

The first edition of Country Energy's Statement of Affairs was published in July 2002. Copies of Country Energy's Statement of Affairs can be obtained by writing to:

The FOI Officer
Country Energy
PO Box 718
QUEANBEYAN NSW 2620

Copies of the Statement of Affairs and this Summary are free of charge. The Statement of Affairs includes:

- Structure and functions
- Effects on members of the public
- Participation by the public in policy making decisions
- Kinds of documents held
- Access arrangements, procedures, and contact points and amendment process

SECTION 3 – Contacts Arrangements

In many instances, information may be provided or access given to documents by simply making a request either in person, by telephone, fax, mail or e-mail. Should Country Energy decline to provide information or give access to documents in response to a request of this nature, the applicant may consider making a formal application for access under the provisions of the Freedom of Information Act. Under this Act, Country Energy is required to make information available where possible.

Access to documents can be obtained by making a request in writing to the Freedom of Information Officer, supplying all details required accompanied with the application fee. Applications may be

lodged in person, faxed or posted to the FOI Officer. The FOI Officer is available during business hours of 8:00 am to 4:00 pm. Contact details of the FOI Officer are:

FOI Officer
Country Energy
PO Box 718
QUEANBEYAN NSW 2620
Telephone: 13 23 56
Facsimile: 02 6332 6812

Proof of identity may be required at the time the inquiry is made or the application lodged.

FEES AND CHARGES FOR FOI APPLICATIONS

The following application fees are applicable:

Nature of Application	Application Fee	Processing Charge
Access to records by natural person about their personal affairs	\$30*	\$30* per hour after first 20 hours
All other requests***	\$30*	\$30 per hour*
Internal review	\$40* **	Nil
Amendment of records	Nil **	Nil

* subject to 50% reduction for financial hardship and public interest reasons.

** refunds may apply as a result of successful internal reviews and successful applications for amendment of records.

*** no application fees may be charged for internal reviews in relation to amendment of records.

If any information held by Country Energy is incomplete, incorrect, misleading or out of date, you have the right to request that it is corrected. Applications for correction to a document should be made using a Freedom of Information amendment request form or in a letter. Any information to support the request should be included in the application. Once you have received documents under Freedom of Information, there is no charge to have personal information in them amended.