



The University of Sydney - Account Change Request Form

The purpose of this form is to ensure that new sites constructed or acquired by The University are transferred from the builder/previous customer into The University's name and an account is established with The preferred electricity retailer at the time of hand over.

Note that fields marked with a star (*) are mandatory. USYD refers to The University of Sydney.

Site Project Manager to complete the blanks or highlight the correct response provided.

Return this request as an email attachment:

to: Syduni.data@energetics.com.au, cc: cis.sustainablecampus@sydney.edu.au

Subject of email: (New Connection/Transfer/Disconnection) Request - Site Name

Request Details*

| | | |
|--|--------------------------|------------------------------|
| New Connection | <input type="checkbox"/> | Please complete Part A,B,C,G |
| Disconnection | <input type="checkbox"/> | Please complete Part A,B,D,G |
| Transfer from Tenant | <input type="checkbox"/> | Please complete Part A,B,E,G |
| Transfer to Tenant (Final Read Request) | <input type="checkbox"/> | Please complete Part A,B,F |
| Sustainability Officer to complete section H for new connections/transfers | | |

Part A – Site Details

| | |
|-------------------------|---------------------------------------|
| Building Code* | |
| Location Name | |
| Supply Address* | |
| Supply State/Territory* | NSW |
| Property Type * | Campus Building, or other description |
| Size m ² | |

Part B - Utility Details

| | | | |
|------------------|---|-------------------------------------|---------------------------------------|
| Utility Type | <i>Electricity</i> <input type="checkbox"/> | <i>Gas</i> <input type="checkbox"/> | <i>Water</i> <input type="checkbox"/> |
| Utility Retailer | | | |
| Account Number | | | |
| NMI/MIRN* | <i>Write "New" if Greenfield site</i> | | |

Part C - New Connection

| | |
|-------------------------|--|
| Hand over to USYD date* | |
| Account Type* | Permanent USYD Acct <input type="checkbox"/> Vacant Temporary <input type="checkbox"/> |
| Est. Consumption p/a* | MWh / GJ |
| EWR/Connection Form or* | Please attach <input type="checkbox"/> |
| Electrical Amps Size* | |



Part D – Disconnection

| | |
|---|--|
| Disconnection Date* Supply to be abolished | |
|---|--|

Part E - Transfer in (usually from project or Tenant)

| | | | |
|-------------------------|--|---|--|
| Hand over to USYD date* | | | |
| Site Vacant Until date | | | |
| Account Type* | Permanent USYD Acct <input type="checkbox"/> | Vacant Temporary <input type="checkbox"/> | |
| Recent Invoice or* | Please attach <input type="checkbox"/> | | |
| Meter Type or | Large Market Meter <input type="checkbox"/> | Small Market Meter <input type="checkbox"/> | |
| Est. Consumption p/a | MWh / GJ | | |

Part F - Transfer out (to other party) (Final Read Request)

| | |
|--------------------------------|--|
| Hand over from USYD date* | |
| New customer business name* | |
| New customer ABN | |
| Contact person* | |
| Contact phone number or email* | |

Part G - Contact Details

| | Name | Phone | Mobile | email |
|------------------------------|------|-------|--------|-------|
| Requester | | | | |
| USYD Project Manager | | | | |
| Electrical Contractor (REC)* | | | | |
| Site Project Manager* | | | | |

Part H – Envizi details to be completed by Sustainability Officer

| | | | |
|------------------|--|---------------|--|
| Reporting Groups | <i>none, NGRS, Recoveries or TEFMA</i> | | |
| Consolidation %: | | Recoveries %: | |
| USYD budget | | | |

Other Comments

University of Sydney CDTs

| | |
|---------------|---|
| Title | University of Sydney process flow diagrams for managing new connections, disconnections and transfers (“CDTs”) |
| Author | Garry Martin |
| Date | 18 June 2015 |

1. Intent

The introductory paragraph and the flowcharts are intended for The University to post on its intranet website to enable contractors and University staff to understand the process for adding a new supply, removing a supply, or transferring it in or out of The University’s portfolio.

2. USYD Intranet website introduction text

2.1. What are CDTs?

CDTs is the acronym for connections, disconnections and transfers. New connections are required when a new utility supply is required typically on a greenfield site or when significant remodelling is done. This is different to a transfer, which is required if an existing supply is to be taken over, for example when a lease is taken over. The transfer request is made to move the supply to the University’s preferred supplier. Disconnections are requested typically at the end of a lease, or if a site is to be demolished. There are 3 types of disconnection: a transfer (to a new lessee); “capping off”, which leaves the supply in place but unusable; and a full termination, with the supply being terminated and the meter removed.

This process applies to connections for electricity, gas and water. Electricity metering will either be large or small, based on the needs of the end user. Broadly speaking, a large supply is required where loads will exceed 100A, and typically use more than 160MWh electricity annually.

2.2. How do we make a new supply connection?

Typically the network provider needs to be contacted (e.g. Ausgrid for electricity, Jemena for gas, Sydney Water for water) weeks in advance by the Project Manager in charge of the site services. Parties involved will likely include a University project manager, subcontractors for electricity/gas/water services, network providers, metering agents, utility retailers, and procurement and bill validation companies. Coordinating all of these parties can take quite a bit of effort.

The flowcharts below outline the sequence of events required for a successful new connection, disconnection or transfer.

For electricity, most connections will be made to the Ausgrid network. The Ausgrid website has a lot of information on how to choose and request a new connection, as well as connection forms, see <http://www.ausgrid.com.au/Common/Customer-Services/Business-and-commercial/Connecting-to-the-network.aspx>.

2.3. How Energetics can help you

The University has contracted Energetics for a number of utility data services, including energy procurement, bill validation and data stewardship. Energetics tracks and coordinates the activities involved in getting a new supply connection, transferring from or to another entity, or disconnecting a supply for the University.

CDT's are managed by Energetics for electricity, gas and water. The process can take from 1 week to 3 months, so please be aware of the timescales and give more notice than the minimum where possible. The timescales are different for each activity; please see the utility-specific flow charts for notice periods.

Energetics holds documentation and status for each CDT in an online tracking system, fed by emails from relevant parties, to provide total visibility and auditability to The University. This is reviewed periodically by the Sustainability Officer.

Essentially, the University project manager starts the process by engaging the network provider, and energetics liaises with the utility retailer for billing, and tracks project progress.

If you have any questions about the processes, requirements or project status, please contact Energetics at syduni.data@energetics.com.au, or call Chad Murphy 02 9492 9569.

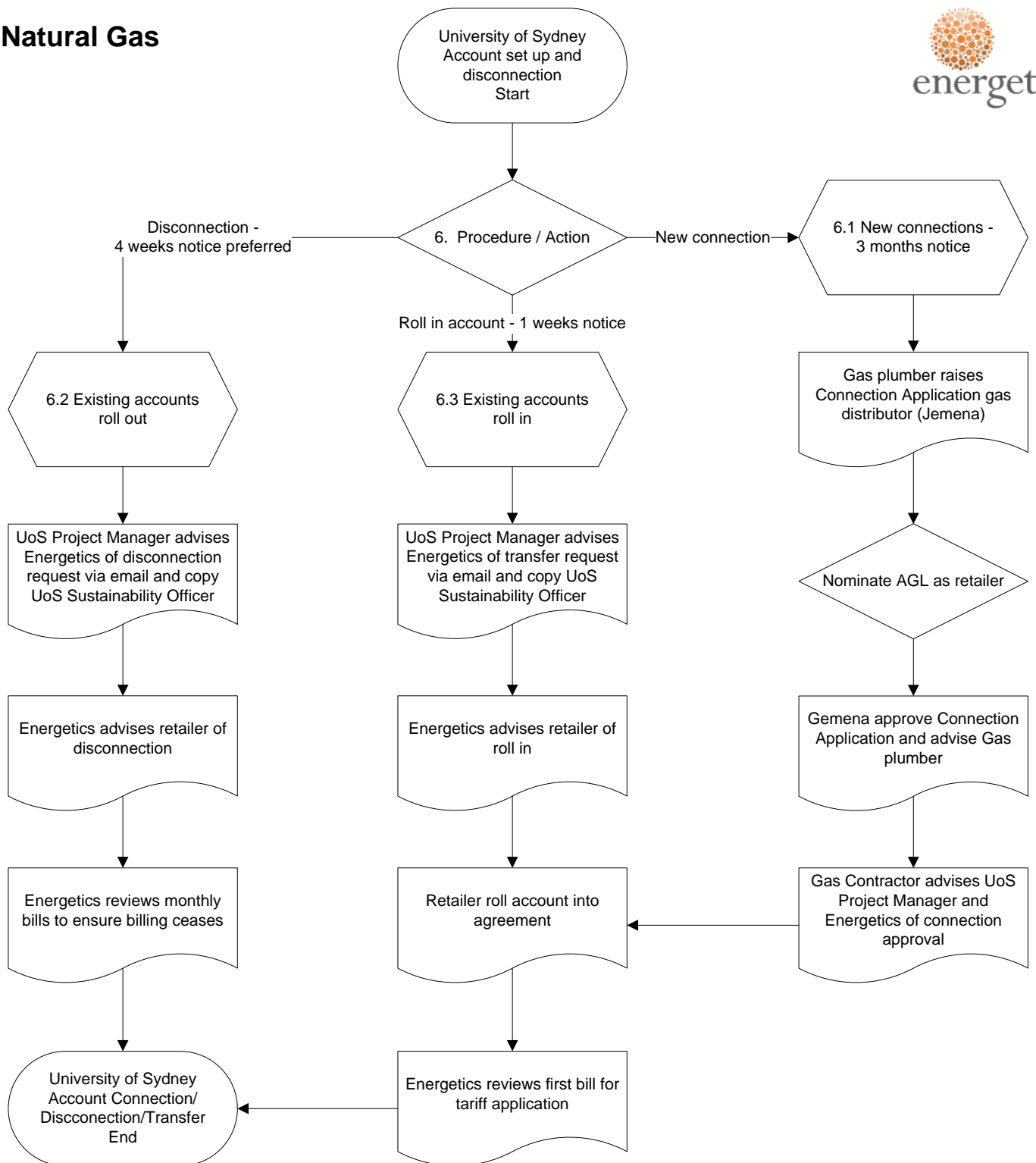
3. Document History

| Description | Prepared By | Reviewed By | Approved By | Approval Date |
|-------------|--------------|---------------|--------------|---------------|
| Version 1 | Garry Martin | Mahbub Rahman | Garry Martin | 10 June 2015 |
| Version 2 | Garry Martin | Louise Ho | Garry Martin | 19 June 2015 |
| Version 3 | Garry Martin | Garry Martin | Garry Martin | 26 June 2015 |

Water



Natural Gas



Electricity

