

UTILITIES CONNECTIONS - GUIDELINE

UNIVERSITY OF TECHNOLOGY SYDNEY

Guidelines on the supply connection or the on-selling of electricity, natural gas, water, thermal energy on UTS Campuses

1 PURPOSE

- 1.1 This document provides guidance to UTS Project Managers, Consultants, Contractors, UTS Building Managers, UTS Union, UTS Commercial and others on the use of electricity, natural gas, water, and thermal energy from UTS's reticulated systems and from direct utility company connections.
- 1.2 The document explains the four connection scenarios shown as Parts to this document:
 - (a) Temporary Connections;
 - (b) Permanent Connections;
 - (c) Variations to Permanent Connections or Disconnections; and
 - (d) On-Selling to UTS Activate (formerly the Union) & to Tenants.
- 1.3 Signing and authorising any utility company form or document for connection, variation, disconnection is done by UTS staff only. These forms and documents form a contract of agreement on behalf of UTS, and only UTS staff are authorised to commit to expenditure or a contract with a utility on behalf of UTS. "Utility companies" referred to are Ausgrid, Jemena, Sydney Water, or any of the electricity or natural gas retailers such as Energy Australia, Origin, AGL etc.
- 1.4 Compliance with these UTS guidelines will eliminate much of the invoicing, documentation, compliance issues regarding utility accounts that UTS faces after Contractors have moved out.
- 1.5 Contractor's Licensed Electricians and Plumbers should be reminded of their licence obligations in following the set down procedures in documentation and in the closing out of connection jobs.
- 1.6 UTS complies with the statutory obligations of the Australian Energy Regulator (AER)'s energy on-selling regulations 2012, and relevant information on 'on-selling' is provided in the document.
- 1.7 UTS's utility invoices are managed and paid by the Sustainability Branch of the PMO, and the Sustainability Branch is responsible for the management, statutory reporting on energy and greenhouse gas emissions management, cost recovery of on-sold utility services, and the payment invoices of UTS's energy and water use.
- 1.8 Builders are not authorised to access switchboards or water reticulation from any UTS distribution other than within their physical area of construction. They should seek prior authorisation from the UTS Sustainability Engineer (from PMO's Sustainability Branch) if such a connection is required.
- 1.9 A UTS authorisation form for utility connections (FMOP704_Utilities Connections Authorisation), UTS-owned electrical, gas, water or thermal energy infrastructure, is available for use on the FMO website or via Staff Connect.

2 CLARIFICATIONS TO BE MADE ON BUILDING CONTRACT AGREEMENTS / PRELIMINARIES

- 2.1 The contractor on-selling and charging arrangements will normally apply to PMO/ FMO Contracts over \$2 million for consumption and/or for the charges inclusive of fixed charges as relevant.
- 2.2 Whether chargeable or not, all contractor connections made to UTS's own reticulations, outside of the dedicated work site, must be duly endorsed by the UTS Project Manager and approved by the UTS Sustainability Engineer prior to connection. Please use FMOP704_Uilities Connections Authorisation. The Sustainability Engineer may request a Form to be filled and approval sought in other instances as well.
- 2.3 Please note that UTS has statutory obligations to report on verifiable energy consumption under the NSW Energy Savings Scheme and also to the Commonwealth under National Greenhouse and Energy Reporting System.

3 PROCEDURE

3.1 Temporary Connections

- (a) When connection is made to a builder's site from the UTS distribution:
 - i) The Contractor's representative must complete FMOP704_Uilities Connections Authorisation and seek authorisation UTS, prior to connection.
 - ii) On disconnection the Contractor's representative shall provide a formal final meter reading to the UTS Project Manager. If no meter reading is provided on disconnection, UTS will charge an estimated amount.
- (b) When connection is made to builders' sites from Ausgrid, Jemena or Sydney Water directly– commonly called a 'Builder's Connection':
 - i) The Contractor's representative must seek authorisation from the UTS Project Manager to connect to the utility company's distribution, in consultation with PMO's Sustainability Branch. All utility forms & documents are to be copied to the UTS Sustainability Engineer at the time of submission & on approval by the utility.
- (c) When connection is made as a pre-authorized on-sale, such as on-selling to UTS Activate UTS Commercial for events, functions or to external contractors undertaking works not related to UTS:
 - i) The Contractor's representative must complete the FMOP704_Uilities Connections Authorisation and seek authorisation UTS, prior to connection.

3.2 Permanent Connections

- (a) When connection is made to new UTS sites – these would be new feeder connections to Main Switch Boards, and to other locations where Ausgrid, Jemena or Sydney water will install their own utility revenue meters:
 - i) The UTS Project Manager shall authorise external connections in consultation with PMO's Sustainability Branch. All utility forms & connection documents are to be copied to the Sustainability Engineer at the time of submission.
- (b) Splitting or re-grouping existing supply sites where Ausgrid, Jemena or Sydney Water will install their own utility revenue meters:
 - i) The UTS Project Manager may authorise the splitting or re-grouping of existing supply sites in consultation with PMO's Sustainability Branch. All utility forms, connection documents, links to wiring diagrams to be copied to the

Sustainability Engineer at the time of submission to the utility and on approval by the utility.

3.3 Variations to Permanent Connections or Disconnections

- (a) UTS Project Managers are to ensure when variations to permanent connections or disconnections are undertaken by the Licensed Electrician or Licensed Plumber they are done to the relevant Ausgrid, Jemena or Sydney Water compliance standards and legislation and closed out.
- (b) A utility meter left “orphaned” on a site will continue to be invoiced monthly or quarterly by the utility whether the supply is used or not. Therefore, if the future use of the meter is not intended, then the UTS Project Manager should seek a formal ‘supply abolishment’ from Ausgrid to have the meter removed by the Contractor. Similarly, in the case of Jemena and Sydney Water, meter removal should be arranged through the plumber. In both instances the UTS Sustainability Engineer must be informed.
- (c) A utility meter removed by a tradesman but not formally handed back to an Ausgrid, Jemena or a Sydney Water depot will also make UTS liable to pay monthly or quarterly bills as the site will be considered as an active supply site. Therefore, the UTS Project Manager must ensure that the utility documentations is completed and closed out, including the meter return receipts copied to UTS, prior to settlement of Contractor dues.
- (d) UTS Project Managers must give a cut-off date to Contractors for the closing out of utility documentation and provide copies to PMO’s Sustainability Branch. A retention of \$2,000 should be held by the UTS Project Manager if the closing out of documentation, including the providing of receipts for the return of utility owned meters, is not complete.

3.4 On-Selling to UTS Activate & Tenants (this Part applies to UTS’s internal connections)

- (a) The Australian Energy Regulator (AER) regulations of 2012 applies to all ‘on-selling’ of energy to third parties, and applies to on-selling electricity and natural gas from UTS’s reticulation.
- (b) For long terms tenants UTS Commercial provides the benefit of reduced electricity and natural gas rates based on UTS bulk purchases. These lower UTS rates can only be provided if the supply is tapped from UTS’s own circulation and sub-metered on the UTS Aurora Energy Monitoring System (EMS). Tenants will bear much higher charges if connected direct to utility connections, as they will not receive the benefit of the bulk electricity or natural gas purchases done by UTS.
- (c) Consultants and UTS Project Managers should note that on new electrical MSBs, no ‘Unmetered Section’ is required due to the reason stated above. Unmetered sections are required only when Ausgrid uses a UTS building switchboard to relay power to their own meters as direct supply to tenants. Please also read UTS Designs Guidelines Section 29 on UTS Metering.
- (d) UTS Commercial, Activate UTS must fill out a FMOP704_Uilities Connections Authorisation for temporary connections such as for large events, functions, where
 - i) power is used for over 3 days or
 - ii) power is taken from main switch boards
- (e) For electricity or other utilities consumed on a work site, the Contractor is liable to pay the whole of the utility bill whether issued by UTS, or by a utility company in the name of UTS, until the day of formal hand over of the work site to UTS.
- (f) Unauthorised connections made to UTS reticulation are liable for disconnection without notice.