

Appendix 1.9: Asset information systems description

**Regulatory proposal for the ACT electricity distribution network 2019-24
January 2018**

Disclaimer: On 1 January 2018, the part of ActewAGL that looks after the electricity network changed its name to Evoenergy. This change has been brought about from a decision by the Australian Energy Regulator. Unless otherwise stated, ActewAGL Distribution branded documents provided with this regulatory proposal are Evoenergy documents.

Asset Information Systems Description

Version Number 4.0

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1 Purpose

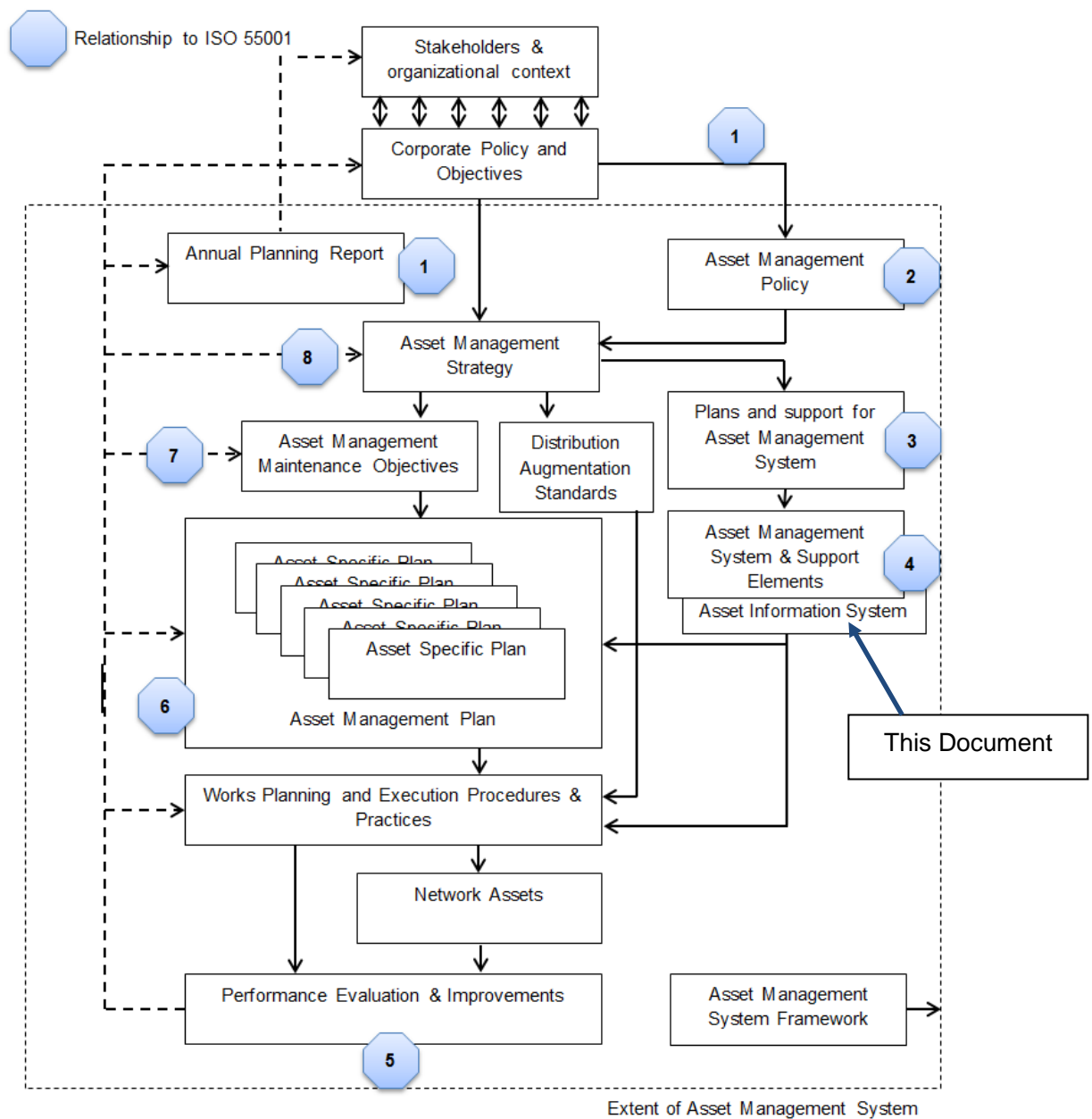
This document forms the Asset Information Strategy for ActewAGL Distribution. It is intended to define the approaches to Asset Information within ActewAGL Energy Networks. The Asset Information Strategy outlines the design, implementation and operational procedures and maintenance of systems for managing asset information. It identifies the stakeholders and those responsible for the management and maintenance of the asset information systems. A further purpose of this document is to reference documents detailing the various business processes, data resources, application systems and hardware and operating systems capabilities forming the Asset Information System.

This document and the Asset Information Management approach captured within it are derived from and are consistent with the overall ActewAGL Distribution Asset Management Policy, which in turn is consistent with the overall ActewAGL Distribution Organisation Strategic Plan.

It is a live document which defines how the ActewAGL Asset Information is to be managed, disposed of and maintained and provides the necessary framework and guidance to all relevant stakeholders.

2 Corporate Alignment

This Asset Information Strategy forms a key role within the overall ActewAGL Asset Management Framework and in ensuring clear alignment between the company's activities on the ground, including asset interventions, corporate information management and the overall Energy Networks Organisation Strategic Plan. The alignment of the Asset Information Strategy within the Asset Management System, and how it supports compliance with ISO 55001 is shown in the following figure.



Relationship between Asset Management System and ISO 55001

- 1**
 - 4.1 Understanding the organisation and it's context
 - 4.2 Understanding the needs and expectations of the stakeholders
 - 5.1 Leadership and commitment
 - 5.3 Organisational roles, responsibilities and authority
- 2**
 - 5.2 Policy
- 3**
 - 4.4 Asset management system
 - 6.1 Actions to address risks and opportunities for the asset management system
- 4**
 - 7.1 Understanding the organisation and it's context
 - 7.2 Competence
 - 7.3 Awareness
 - 7.4 Communication
 - 7.5 Information Requirements
 - 7.6 Documented Information
- 5**
 - 8.2 Management of change
 - 9.1 Monitoring, measurement, analysis and evaluation
 - 9.2 Internal audit
 - 9.3 Management review
 - 10 Improvement
- 6**
 - 8.1 Operational planning and control
 - 8.3 Outsourcing (control)
 - 8.2 Management of change
- 7**
 - 6.2.2 Planning to achieve asset management objectives
 - 8.3 Outsourcing (scope)
- 8**
 - 4.3 Determining the scope of the asset management system
 - 6.2.1 Asset management objectives

Specifically, this Asset Information Strategy forms part of the suite of documents that support the Asset Management System. This Asset Information Strategy can be considered as ActewAGL's second level of dissemination and definition of the organisation's Asset Management alignment, which is initiated by our Asset Management Policy and fully aligned with the overall ActewAGL Distribution Organisation Strategic Plan.

3 Scope

3.1 Scope of Asset Information

The scope of this Asset Information Strategy is all Information Systems holding Asset Information. Whilst there will be other information sources, this Asset Information Strategy is primarily concerned with the following information systems, which are considered critical for Networks Divisions and the ongoing management of the Asset Information:

ESRI Geographic Information System (GIS)

This GIS manages geographically referenced assets and the topology of a connected electrical network.

Schneider-Electric ArcFM/Designer

A utility-specific extension to the ESRI ArcGIS system that provides configurable data models and sophisticated asset management and design tools, a single platform for documenting and maintaining the network topology, directly in the GIS.

Schneider-Electric Advanced Distribution Management System (ADMS)

ADMS performs network load modelling and operations management in a real-time environment. Incorporating distribution management and outage management, it leverages the GIS and ArcFM to model the network. It also contains analytics, automated control of network apparatus, and off-the-shelf AMI integration.

Azteca Cityworks

A GIS-centric system for works and asset management, also utilising the GIS as the source of the network topology and asset register, linking works and condition data to assets sourced from the GIS; providing asset histories in a geospatial environment.

Riva Decision Support (DS)

Riva DS is a statistical asset modelling platform which leverages the GIS asset register and Cityworks asset condition data to forecast asset failure, risk, cost, performance into asset specific plans, and into associated work orders and inspections in Cityworks.

Gentrack Velocity

A utility-specific billing and customer relations management tool that manages the customer relationship for customer initiated works. Velocity is integrated with the retail market, supports customer profile level meter and meter data management.

Oracle eBusiness Suite Financials

Financial management software which manages the financials of the organisation. In this space it manages the creation of projects, integrated with Cityworks for the recording and calculation of costs under those projects.

Further details of the individual Asset Information applications and how they relate to each other can be found in the following documents:

Target State Definition DCUP

Target State Definition Productivity Utilisation Uplift Project

4 Asset Information Objectives

4.1 Corporate Information Objectives

The key organisational objectives for the management of information across ActewAGL, as identified in the Records Management Policies and Procedures are to:

1. Establish and maintain an effective system for the management, retention and disposal of documents and records with reference to the *Territory Records Act 2002* and Australian Standard (AS ISO 15489:2002).
2. To maintain a suite of documents, data and information which are the property of ActewAGL, and as such are to be considered corporate assets, which do not belong to employees, contractors or others within the organisation.
3. To ensure that statutory requirements for the retention or disposal of corporate records are being adhered to while meeting operational and business needs.
4. To ensure that data and documents are handled in such a way that information can be created, shared, organised and stored efficiently and appropriately.
5. Ensure that information, aligned with key decisions, needs to be recorded and managed through an information management framework based on a 'single source of truth'. This will ensure that the right information gets to the right person at the right time.

4.2 Core Asset Information Principles

In order to deliver these policy statements, ActewAGL Distribution shall apply an Asset Information approach that encompasses the following principles:

1. Efficient and Systematic control of records encompassing: creation, receipt, capture, maintenance, access, use and disposal of corporate asset information.
2. ActewAGL's Corporate Information Management Framework identifies common processes that are simple and automated for creating and managing documents and records in compliance with relevant Australian Legislation and Standards.¹ These processes can be integrated with existing and future business and Information Technology systems.
3. Compliance with legislation and regulatory requirements in relation to the management of corporate data and information and in relation to the regulatory reporting regime imposed on the organisation.
4. Improved information search and discovery – adding value to current efficiencies and investment by managing information consistently so that it can be found and used easily;
5. Improved efficiency and transparency of business processes – increasing confidence in the integrity of ActewAGL information assets so that evidence-based decision making can be demonstrated to internal and external clients, to the regulator and to Government; and
6. Improved compliance and risk management – mitigating the risk of non-compliance with regulatory requirements and other risks such as:
 - exposure to significant reputational damage and financial loss due to an inability to quickly retrieve correct documentation;
 - duplication of documents across multiple storage locations (including hard copy printing) leading to decreased productivity and poor version control; and
 - the absence of a consistent process across the business to capture and retrieve documents (for example mandates) in real time with 100% consistency and reliability.

4.3 Asset Information Strategy and the Asset Management Plan Implementation Objectives

The overall aim of this Asset Information Strategy is to support the Asset Management System by improving the management of information and enabling a more effective and efficient exchange of information within the business, and with external stakeholders.

The Asset Information Strategy provides an integral part of the Asset Management Strategy by ensuring that the supporting information systems enable:

1. Accurate reporting on asset attributes, maintenance, and implementation.
2. The criticality of assets, based on a systemic analysis process considering cost, risk and performance, across the entire asset base can be established.
3. Tools are provided to support business decisions pertaining to the asset base.

¹ Evidence Act 1971, Executive Documents Release Act 2001, Health Records (Privacy and Access) Act 1997, Freedom of Information Act 1989, Privacy Act 1998, Privacy Act 1988 (C'wth), Public Sector Management Act 1994, Territory Records Act 2002, Utilities Act 2000, Australian Standard for Records Management (AS ISO 15489:2002).

4. Information to be accessible in order to support optimised maintenance interventions for all assets.
5. Systems are provided to accurately record faults based on the failure mode analysis.
6. The improvement of asset data in terms of accuracy, reliability, timeliness, completeness and relevance.

5 Asset Information Status

5.1 General Requirements

ActewAGL information requirements are based on meeting corporate objectives for the management of information, the Asset Management Policy, and the specific asset management plans for each asset group. The specific requirements for this Asset Information Strategy are as follows:

5.1.1 Legislative, Regulatory and Statutory compliance

ActewAGL must comply with a number of legislative, regulatory and statutory requirements. These include Acts, Regulations, Codes and Worksafe Requirements.

The process to be followed to comply with legislative, regulatory and statutory compliance is described in the following document:

Legal Compliance Process - PR4904

Regulator Reports

- ActewAGL are required to report to various regulators including for:
- AER Reporting
- ICRC Reporting
- Annual Report
- NECF (National Energy Customer Framework) – Reports
- Environment & Sustainable Development Directorate (ESDD) Reports

Information Management Legislation

The following legislation governs good information management practices and the management of our information pertaining to assets:

- Territory Records Act 2002
- Evidence Act 1971
- Privacy Act 1998
- Freedom of Information Act 1989
- Australian Standard for Record Keeping (AS ISO 15489:2002)

6 Asset Information System Management

ActewAGL's BSD (Business Services Division) manage the administration of the systems. The line areas are responsible for data population and the local management of the information systems.

7 Information Management Principles

Asset Information Systems are governed by the information management principles of the organization.

7.1 Periodic Review

All documentation within the IMS (Integrated Management System) has a review date, which ensures that the policies and procedures are up to date and are reviewed by the process owners every two years.

7.2 Version control and Data Tracking

Version control and history tracking is a requirement of the Corporate Record Keeping system and is a feature of critical information systems

7.3 Information Management Appropriate Roles and Responsibilities

The policy and procedures for the responsibility for the management, retention and disposal of corporate information is detailed in the following documents:

Corporate Records Management Retention and Disposal Policy - PO4901

Records Management Policy - PO4905

Records Management Procedure - PR4911

8 Continuous Review & Improvement

Accountability for the continuous review and improvement of this Asset Information Strategy sits with the ActewAGL Asset Information Systems Manager who is accountable for arranging its review at least annually.

Each review shall include due consideration:

- That the document remains relevant, suitable, consistent and appropriate for the implementation of the Asset Management Policy.
- Of opportunities for continual improvement in terms of Asset Information Management activities;
- Of opportunities for improvements in the format, communication and implementation of the Asset Information Strategy itself.

9 Approval & Accountability

This document has been authorised by the ActewAGL General Manager – Asset Management.

The ActewAGL Senior Branch Manager – Asset Strategy and Planning, is fully accountable for this Asset Information Strategy, its communication, implementation, continual development and its on-going authorisation by the by the ActewAGL General

ActewAGL Systems Integration

