

# Ring Fencing Guideline

## Staff and Site Register

|                  |             |
|------------------|-------------|
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## 1 Introduction

This document contains AusNet Services' Office and Staff Sharing registers. These registers must be established and maintained in accordance with clause 4.2.4 of the AER's Ringfencing Guideline for Electricity Distribution (**Guideline**).

### 1.1 Office Register

The Guideline requires that the office register must identify where AusNet Services' Electricity Distribution Business (the "DNSP") uses the same offices<sup>1</sup> as a related electricity service provider (RESP) providing contestable electricity services and one of these conditions apply:

- **cl4.2.1(b)i.** Staff have no access to electricity information; no opportunity to use electricity information to engage in conduct that is contrary to the ring-fencing guideline; or staff only have access to electricity information to the extent necessary to perform services that are not 'electricity services' (e.g. general, admin, legal, HR, IT, accounting), or
- **cl4.2.1(b)iii.** Regional offices (except where this has been varied or revoked as per a Waiver)

| Office Name         | Location                | Condition | Commentary  |
|---------------------|-------------------------|-----------|---|
| Head Office         | Southbank, Melbourne    | 4.2.1(b)i | Support functions related to the Distribution Business and a RESP (e.g. people and Safety, technology, legal, regulatory, compliance) may use the same office space from time to time. These staff meet one of the exemptions listed in cl4.2.1(b)i.                              |
| Beaconsfield Office | Beaconsfield, Melbourne | 4.2.1(b)i | RESP and Distribution staff are located in separate and secure access-controlled office areas at this site. There are common amenities (bathroom, kitchen). Regardless, analysis of the roles at this site satisfies that staff meet one of the exemptions listed in cl4.2.1(b)i. |

<sup>1</sup> Office is defined in the Guideline as a building, entire floor of a building or part of a building that has separate and secure access requirements whereby staff from elsewhere in the building do not have unescorted access.

## 1.2 Staff Sharing Register

The Guideline requires the staff sharing register to identify the nature of the positions (including a description of the roles, functions and duties) of its members of staff that may be shared between AusNet Services Electricity Distribution (the DNSP) and related electricity service provider (the RESP) to deliver contestable electricity services due to:

- **cl4.2.2(b)i.a** the staff member does not have access to electricity information;
- **cl4.2.2(b)i.b** the staff member does have access to electricity information, but no opportunity to use this information to engage in conduct that is contrary to the ringfencing guideline;
- **cl4.2.2(b)iii**. Staff located in regional offices (except where this has been varied or revoked as per a Waiver; and or
- **cl 4.2.2(d)** the member of staff is an officer both of the DNSP and of a related electricity service provider.

**Note:** *staff who only have access to electricity information to the extent necessary to perform services that are not electricity services (such as general administration, accounting, payroll, human resources, legal or regulatory, or information technology support services) are not included on this register as it is not required as per cl 4.2.4(b) of the Guideline.*

**Office and Staff Sharing Register**

| Role  | Functions & duties  | 4.2.2(b)i.a | 4.2.2(b)i.b | 4.2.2(b)iii | 4.2.2(d) |
|---|---|-------------|-------------|-------------|----------|
| <p><b>Senior Management (Directors and or Officers):</b></p> <ul style="list-style-type: none"> <li>• Managing Director</li> <li>• Director</li> <li>• EGM Mondo</li> <li>• EGM Regulated Energy Services</li> <li>• EGM Operations and Services</li> <li>• EGM Finance</li> <li>• EGM People, Safety and Corporate Affairs</li> <li>• EGM Governance</li> <li>• EGM Technology</li> <li>• EGM Strategy and Transformation</li> <li>• Head of Internal Audit</li> <li>• Company Secretary</li> <li>• General Counsel</li> </ul> | <p><b>Functions:</b> Management of respective divisions</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Leading divisions to deliver operational and strategic requirements</li> <li>• Act with due care and diligence as required by the Corporations Act cl cl180</li> </ul> | -           | ✓           | -           | ✓        |

**Office and Staff Sharing Register**

| Role  | Functions & duties   | 4.2.2(b)i.a | 4.2.2(b)i.b | 4.2.2(b)iii | 4.2.2(d) |
|---|--|-------------|-------------|-------------|----------|
| <p><b>Project Delivery Roles</b></p> <ul style="list-style-type: none"> <li>• Commissioning Engineer</li> <li>• Commissioning Management Team Leader</li> <li>• Construction &amp; Commissioning Team Leader</li> <li>• Construction Coordinator</li> <li>• Construction Manager</li> <li>• Manager Major Projects Delivery</li> <li>• Overhead Construction Coordinator</li> <li>• People Lead Project Manager</li> <li>• Project Analyst</li> <li>• Project Construction Coordinator</li> <li>• Project Controller</li> <li>• Project Controls Manager</li> <li>• Project Cost Controller</li> <li>• Project Director, Edison &amp; Cust Projects</li> <li>• Project Engineer</li> <li>• Project Estimator</li> <li>• Project Manager</li> <li>• Senior Project Controller</li> <li>• Senior Project Manager</li> <li>• Team Lead Construction Management</li> <li>• Team Lead Project Engineering/ TDevelop</li> </ul> | <p><b>Functions:</b> These roles are involved in the planning and delivery of electricity service projects.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Manage, track and report on the progress of assigned projects from handover through to commissioning/completion including data entry into appropriate systems.</li> <li>• Development of project execution plans including timelines, costs, risk assessments, commissioning, and closeout.</li> <li>• Management of contracts, requisitions, orders and invoices associated with projects</li> </ul> | -           | ✓           | -           | -        |

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**Office and Staff Sharing Register**

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## 2 Document Control

| Version | Change   | Reviewer/Author     |
|---------|--|---------------------|
| 1       | Initial Version  | Ringfencing Project |
| 2       | Annual Review  | B Cairns            |
| 3       | Omitted unnecessary information and linked register items to Guideline requirements                | K Train             |
| 4       | Expanded Role titles as per audit recommendation, added General Counsel to Senior Manager Category | K Train             |