SPECIFICATIONS GUIDE

These specifications have been extracted from the Request Document CUA ELC 2012.

Please note that suppliers may have negotiated additional terms and conditions. These variations are captured under the sections title ‘Variations to terms and conditions’ for each supplier.

You may contact the supplier/and or the contract manager to discuss how these variations may affect you as required.

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SCHEDULE 2 - SPECIFICATION / STATEMENT OF REQUIREMENTS

1.1 STATEMENT OF REQUIREMENTS

1.1.1 OVERVIEW

The purpose of this common use arrangement is to reduce the tendering costs to industry and government, and to streamline the procurement process for both electricity retailers and Customers. By minimising the amount of contractual negotiations and simplifying the buying process, Customers will be able to establish a retail electricity contract in a shorter time than currently experienced.

The Successful Respondent(s) is required to:

(a) supply retail electricity and provide associated Services;

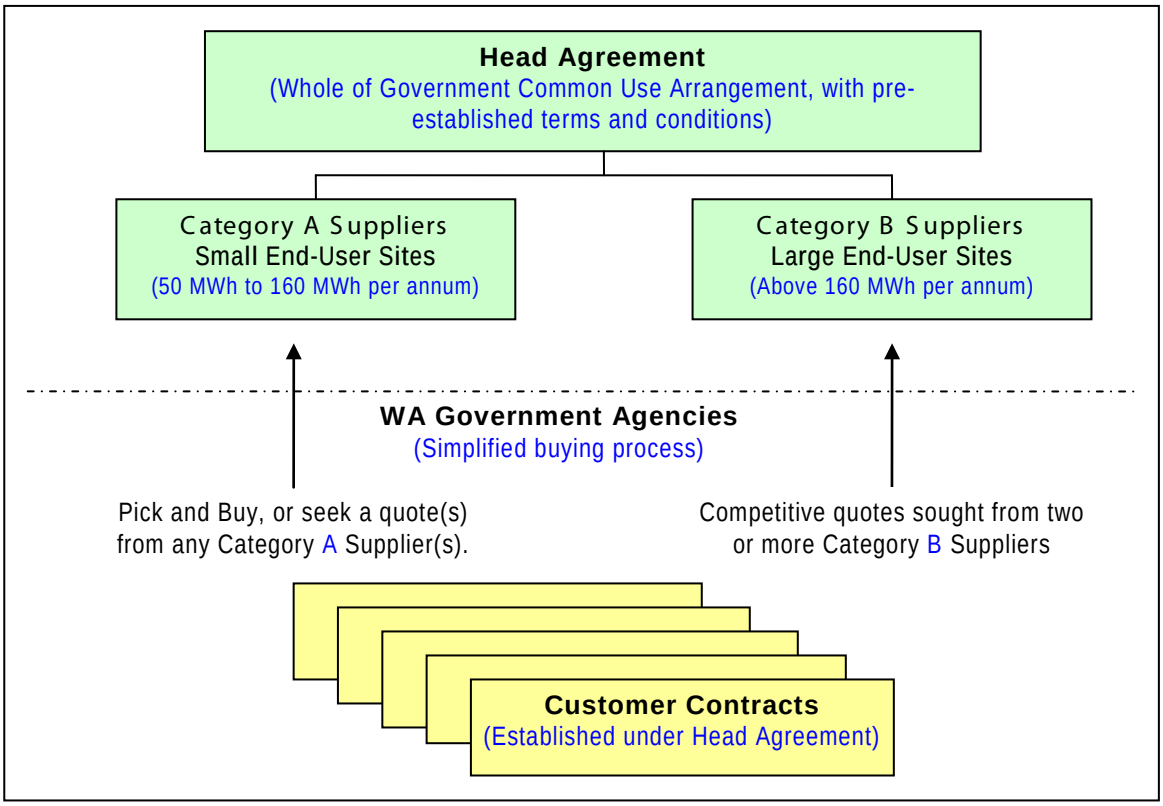
(b) supply retail electricity to meet current and future load requirements of Customer sites over the term of the Customer Contracts;

(c) manage all network access arrangements for Customer sites including, at its own cost, offering reasonable assistance to the Customer in arranging with the operator of the South West Interconnected System (SWIS) for connection of the network to the sites; and

(d) manage all associated wholesale electricity market requirements.

The Contract Authority will establish standard Terms and Conditions with individual electricity retailers which will form the basis of their contracts with Customers should they be contracted to supply electricity. Upon finalisation of Terms and Conditions, electricity retailers who are successful Respondents will be appointed to a competitive Panel to provide retail electricity to small and / or large end-user contestable sites connected to the SWIS.

Diagram: Overview of CUA ELC 2012



The shorter period between quotation and contracting means that electricity retailers can remove a degree of risk from the prices tendered for the supply of electricity. It is expected that Customers can achieve lower prices by reducing the tendering costs and risk premiums incurred by electricity retailers.

It will be mandatory for Customer sites that do not have the option of a regulated tariff to purchase from this CUA. Customer sites that have the option of using a regulated tariff may remain on tariff if the regulated tariff is the better value for money alternative.

1.1.2 RETAIL SERVICES

The Successful Respondent(s) is required to:

(a) supply electricity to meet current and future load requirements of the Customer over the term of the Customer Contract;

(b) provide a range of retail account management services including, billing, customer call centre contact, payment facilities, consumption and cost data reporting and contract tariff advice to the Customer;

(c) provide dedicated account management personnel;

(d) provide historic load data covering at least the elapsed term of the Customer Contract in electronic format;

(e) provide a priority 24 hour contact facility for emergencies such as outages as well as other issues relating to the supply of electricity;

(f) arrange, at its own cost, for the transfer by the operator of the South West Interconnected System (SWIS) of relevant sites of the Customer to supply by the successful Respondent (other than for costs of any capital works required by the operator of the SWIS to implement attachment or connection of a site, which costs will be borne by the Customer);

(g) assist, at its own cost, the Customer to arrange for the installation of any upgraded metering required for the supply of Electricity to a Site under a Customer Contract appropriate to the load at that Site at the Network Operator's prevailing rates;

(h) allow for the transfer of the Customers at the conclusion of this arrangement to a new supply arrangement; and

(i) provide, as reasonably possible, all historic information to a Customer or to a third party appointed by the Customer.

1.1.3 NOT USED

1.1.4 DEMAND SIDE MANAGEMENT

Demand Side Management is a type of capacity held in respect of a Customer site connected to the SWIS; specifically, the capability of a Customer site to reduce its consumption of electricity through the SWIS, as measured either at the connection point of the Customer's site to the SWIS, or as separately metered.

This may involve substituting where the Customer's site power comes from during peak hours, i.e. use a generator, or cogeneration.

This needs to be demonstrated at the Customer site and agreed by the Independent Market Operator (IMO) to be available by the next hot season, in accordance with the IMO Market Rules.

The successful Respondent is required to offer and assist the Customer to implement Demand Side Management Services if required by the Customer. This includes providing Customer education and securing capacity credits for the Customer's demand side management programmes.

1.1.5 RENEWABLE ENERGY

(a) Except where required by law, the Contract Authority does not intend under this arrangement to require that any particular component of the electricity supplied must come from renewable sources.

(b) Under this CUA, Government agencies will have the option of increasing renewable energy use by purchasing supplementary renewable energy certificates. There is a preference for the associated Renewable Energy Certificates to be generated in Western Australia. The Customer has no obligation to purchase from the Panel or from other parties any Renewable Energy Certificates created under the Renewable Energy (Electricity) Act 2000 (Cth).

(c) The Respondent is expected to offer a renewable energy Buy Back scheme to the Customers. Many Customer sites, particularly schools and Vocational Education and Training (VET) organisations have renewable energy systems installed.

1.1.6 VALUE ADDED SERVICES

The Respondent may offer value-added products and services, packaged as part of its Offer, which it believes will provide Customers with tangible benefits. In particular, the Respondent may offer a range of optional energy management services for the discretionary use of the Customer, including, but not limited to:

(a) real time monitoring, electricity demand management tools and on-line access to the Customer's Site consumption data;

(b) provision of training services (i.e. to enable improved Customer understanding of the Services provided and how they are charged for electricity consumed);

(c) coordination of high voltage equipment maintenance services provided by the Network Operator;

(e) identification of power factor correction and cost reduction opportunities; and

(d) energy management, energy efficiency and power quality audits.

The Respondent shall advise of any additional costs to the Customer where applicable.

1.1.7 CUSTOMER SITE SPECIFIC REQUIREMENTS

From time to time, the Customer may advise the Panel of their specific site requirements (e.g. security requirements applicable to Contractors for entry into Customer premises) when seeking a quote or buying services.

The Customer shall attach any additional requirements (including Customer Contract Details where required) to their request for quote or order form. It will be the responsibility of the successful Respondents to clarify, understand and comply with the Customer specific requirements.

1.2 SPECIFICATION

1.2.1 ACCOUNT MANAGEMENT

The Contractor must nominate an account manager to fulfil the following requirements, as a minimum:

(a) Act as the representative of the Contractor;

(b) Be the principal point of contact for the Contractor with respect to the overall administration of any awarded Contracts;

(c) Meet with the Contract Authority's and Customers' Delegates as required to provide information regarding the Contractor's performance under the Common Use Arrangement;

(d) Answer the Contract Authority's and Customers' queries and work with them to address issues relating to matters deemed urgent arising out of the Services provided by the Contractor; and

(e) Meet with the Contract Authority and interested Customer representatives at least once every three (3) months during the life of the Head Agreement to review key performance indicators and discuss the performance of the Common Use Arrangement.

1.2.2 INVOICING AND BILLING

1.2.2.1 Billing Systems

Contractors must provide invoices to each Customer in electronic and / or paper form as nominated by the Customer, including consolidated invoicing if required.

Where electronic invoicing is elected, the electronic invoice must be sent to the nominated customer contacts electronically on the invoice date.

Contractors must be prepared to negotiate with Customers for billing information to be provided in an agreed format to suit existing internal billing processes (e.g. MS Excel or CSV format).

As a minimum, the system must recognise at least two levels of accountability. These are:

(a) Level 1. Consolidated account involving multiple metered sites; and

(b) Level 2. Individual account involving each metered site (identified by NMI).

Each Customer must be able to nominate the level at which it will be billed for services, and the levels at which financial or service reports will be generated.

The invoice must be sufficiently detailed to reflect the services ordered by the Customer. Component costs are to be itemised separately on all invoices as per the price schedule and contain at least the minimum invoicing information as described in the following section.

1.2.2.2 Minimum Invoicing Information

Invoices shall be presented monthly for payment and billed preferably from the first day of a month or as agreed with the Customer. Contractors may present invoices every two months (or at other intervals) for payment if agreed between the Customer and the Contractor where the metering provider is unable to provide monthly readings.

The Contractor must present a single invoice for each account, and where specified in the table below, to include details of all charges associated with retail supply, metering, network operation, regulatory charges, losses and any other costs associated with the supply of retail electricity to each metered site.

As a minimum, the invoice shall contain the following:

For Bundled Pricing	For Unbundled Pricing
Customer Name	Customer Name
Customer Site Address	Customer Site Address
Account Number	Account Number
Supply Period	Supply Period
Invoice Date	Invoice Date
National Metering Identifier (NMI)	National Metering Identifier (NMI)
Meter No.	Meter No.
Retail Service Fee	Retail Service Fee
On-Peak (kWh) consumption charges	On-Peak (kWh) consumption charges
Off-Peak (kWh) consumption charges	Off-Peak (kWh) consumption charges
	Capacity charges
	LRET renewable energy certificate charges
	SRES renewable energy certificate charges
	Federal Emissions Trading charges (if applicable)
	Network charges (less PF charges)
	Power factor (PF) charges
	IMO market fee charges
	Transmission loss factor (TLF) applicable to the energy charges.
	Distribution loss factor (DLF) applicable to the energy charges.

The Contractor must acknowledge that Customers may request changes to the manner in which their accounts are grouped on the consolidated invoice and shall use reasonable effort to meet the requests.

Customers may seek to add additional customer sites to the same account. The prices for added sites shall be determined as provisioned in the 'Buying Rules'.

1.2.3 REPORTING

1.2.3.1 General Requirements

The Contractor shall provide periodic reports to the Contract Authority and/or the Customer if so requested. These reporting services shall be provided at no additional costs to the Contract Authority.

The following are general reporting requirements under this whole of Government Common Use Arrangement:

(a) The required spreadsheet format, showing the reporting and data requirements, will be made available to the Contractor by the Contract Authority or Customer. All reports provided under this Common Use Arrangement must be compatible with Microsoft Excel.

(b) All reports must be sent by email to the recipient no later than twenty-eight days from the conclusion of each period. For the purpose of reporting, a

"quarter" shall mean a period of three months ending on the 31st March, 30th June, 30th September and 31st December respectively and "monthly" shall mean a period of one month ending on the last day of each month.

(c) The Contractor must be prepared to provide urgent information to the Contract Authority or Customer on a reasonable ad hoc basis at no additional cost.

(d) There may be a need to adapt or add reports to meet the changing and increasing demand for management information. Any provided report formats are indicative only and may be modified over the term of the Common Use Arrangement.

(e) The frequency of data provision and data formats may be modified by agreement between the Contract Authority or Customer and the Contractor.

(f) The Contractor shall maintain adequate data for their reports. The essential requirements for all electronic reports are as follows:

- Flat file format e.g. headings in the first line only
- Consistent and not changed over time
- Data fields should have normalised data
- Data rows show each transactional line
- Provided electronically in a *.csv or MS Excel format
- Compatible with Microsoft Office 97-2003 suite of products

1.2.3.2 Whole of Government Reporting Requirements

The indicative reporting format for whole of Government reporting is detailed in Attachment A.

Government Procurement (GP) requires as part of Common Use Arrangement (CUA) all sales information relating to your sales under the Head Agreement. This shall cover all sales and consumption of retail electricity under Category A small end-user sites, and Category B large end-user sites. The Contractor will be required to supply this information electronically in an Excel spreadsheet on a quarterly basis (hereinafter referred to as "Sales Report").

To manage the large number of Sales Reports being received, GP has implemented a database warehouse solution. This database provides GP with the tools to better analyse sales information, enabling whole of Government contracts to be more closely tailored to Government's needs as well as providing superior contract management support information. It is also likely that market share information and comparative performance information could be provided to you on your relative performance under the CUA.

Implementation of the database solution means that sales report formats must meet minimum standards relating to layout and content.

All pricing must be GST exclusive.

1.2.3.3 Customer Reports and Information Requirements

Reports and information for the Customer may be provided by the Contractor via a self-service web portal accessible via the internet or sent to the Customer by email in electronic form. These reporting services shall be provided at no additional costs to the Customer.

Reports and information required by the Customer during the Customer Contract Term include:

(a) reports of the consumption of electricity at each of the Customer's sites and associated invoiced amounts;

(b) any metering data where requested by the Customer for each of its sites (the indicative metering data required is detailed in Attachment B);

(c) notification of events which will, or are likely to, prevent the Contractor from performing its obligations under the Customer Contract;

(d) historic load data in electronic and or hard copy format (e.g. load profile data);

(e) notice of the implementation of any price adjustments under the Customer Contract and related justifications; and

(f) information to assist in determining scope 2 and 3 emissions from the consumption of purchased electricity as described in the National Greenhouse Accounts (NGA) Factors document from the Department of Climate Change and Energy Efficiency to enable the Customer to fulfil its reporting obligations under the National Greenhouse and Energy Reporting Act 2007 related to the consumption of electricity from the retailer's supply.

1.2.3.4 Data to be transferred on termination of Head Agreement

The Contractor is to provide Contract Authority, at no cost at least three (3) months before the expiry of the Head Agreement, an electronic copy of the data for all contracted Customer sites. These are to be provided electronically by email to the Contract Manager in the requested format.

The data must be in MS Excel or *.csv format and current as at the "cut-off date" to be provided by the Contract Authority. The data provided must include the following details as a minimum:

(a) Name of the Customer

(b) ABN of Customer

(c) Site address

(d) Postal address

(e) Current account numbers

(f) Meter NMI number

(g) Meter number

(h) Annual Consumption On-Peak kWh

(i) Date, time and value of maximum On-Peak load

(j) Annual Consumption Off-Peak kWh

(k) Date, time and value of maximum Off-Peak load

(l) Meter type

(m) Billing Frequency

1.2.4 TRAINING

The Contractor is anticipated to have extensive market and energy management knowledge. An informed Customer is an asset to a Contractor in a fast changing commodity market, where the Customer is better able to respond to the market requirements to obtain better pricing and/or services from the Contractor.

The Contractor is to provide one day of energy market and/or management training for up to three (3) representatives per Customer site (under contract) and the Contract Authority per year at no cost. The training shall include strategies to avoid unnecessary consumption and how to manage electricity demand.

Where it can be accommodated by the Customer and/or Contract Authority, the Contractor may invite other Potential Customers (not under customer contract) to energy market and/or management training sessions as part of encouraging Customers to use the Contractor's Services to achieve better savings and shaping how they should be buying electricity.

1.2.5 ELECTRICITY METERING

(a) The Contractor shall be responsible for arranging the supply, installation, maintenance and operation of the metering facilities by the Network Operator.

(b) If an upgrade of the existing meter is required, then the cost of the upgrade shall be borne by the Customer.

(c) Metering facilities and data management will be in accordance with the Metering Code as provided by the Network Operator.

(d) Where no reading has occurred, the Contractor shall make best endeavours to provide to the Customer the reasons offered by the Network Operator and assist in resolving the issue. In this event, the amount of electricity supplied will be estimated by the Contractor (acting reasonably) based on all relevant information available, including prior billing history.

The Contractor shall issue a corrected invoice within 30 days of receipt of actual data, along with an appropriate adjustment.

(e) Where restricted access to the metering equipment at any Customer site prevents correct meter reading; or the metering equipment at any Customer site makes incorrect or no readings for any reason, and this results in inaccurate billing by the Contractor, the Contractor must:

i. Notify, as soon as reasonably practicable, the Customer and the relevant Agency, indicating the nature of the problem and outline what is required to efficiently address the problem, and

ii. implement a code compliant data substitution procedure.

1.2.6 SITE TRANSFERS

Upon being awarded a Customer Contract, the Contractor shall, where required, facilitate the transfer of the Customer sites from expiring contractual arrangements in a timely and efficient manner by the agreed commencement date.

Subject to the timeline for site transfer in the context of the Network Operator's requirements, the Contractor shall procure the transfer from the Customer's electricity retailer so that electricity will be supplied by the Contractor to the Customer from a mutually agreed date. Costs incurred in completing this transfer shall be borne by the Contractor.

ATTACHMENTS - ADDITIONAL DOCUMENTS (REPORTING)

Please note the following attachments form part of Request CUA ELC 2012 – Common Use Arrangement for Retail Electricity (SWIS):

Attachment	Title of document	Document type	Instructions
A	Whole of Government Reporting – Reporting Format	Included in this Request document	• Respondent to read and keep this part.
B	Customer Reports and Information Requirements – Reporting Format	Included in this Request document	• Respondent to read and keep this part.

ATTACHMENT A – Whole of Government Reporting – Reporting Format

The Whole of Government Report is generally for the Contract Authority. Agencies requiring any essential data may request this from the Contract Manager.

Dataset Field Descriptions (For Report A1 – Retail Electricity Sales Quarterly Report – All Sites)

	Field Header	Format	Description
A	Invoice Date	Date	Date of the invoice for the billing period (dd/mm/yyyy)
B	Agency Name	Text	Non-abbreviated name of the customer that placed the order
C	Agency Contact Name	Text	Name of Customer contact
D	Agency Contact Email	Text	Email address of the Customer contact
E	Agency Contact Phone	Text	Customer contact phone number
F	Invoice Address	Text	Address where invoices are sent
G	Site Name	Text	Name of the site where power is supplied (e.g. Royal Perth Hospital)
H	Site Address	Text	Address of the site where power is supplied
I	Account Number	Text	Electricity account number of the Customer's metered site
J	NMI	Number	National Meter Identifier
K	Meter Number	Number	Meter number of the Customer site being billed
L	Pricing (Bundled or Unbundled)	Text	Specify if contract pricing is 'bundled' or 'unbundled'
M	On-Peak (kWh)	Number	Total on-Peak kWh consumed
N	Off-Peak (kWh)	Number	Total off-Peak kWh consumed
O	Retail Service Fee ($)	Currency	Retail Service Fee charged
P	On Peak Energy Charges excluding TLF and DLF ($)	Currency	On-Peak energy charges, excluding TLF and DLF factors
Q	Off Peak Energy Charges excluding TLF and DLF ($)	Currency	Off-Peak energy charges, excluding TLF and DLF factors
R	Capacity Charges ($)	Currency	Capacity charges billed
S	LRET Charges ($)	Currency	LRET charges billed
T	SRES Charges ($)	Currency	SRES charges billed
U	Federal Emissions Trading Charges ($)	Currency	Federal Emissions Trading charges billed (when implemented by the Federal Government)
V	Network Charges ($)	Currency	Network charges billed (excluding Power Factor charges)
W	Power Factor Charge ($)	Currency	Power Factor (PF) Charges levied by the Network Operator for a power factor that is outside the range stipulated by the Technical Code
X	IMO Market Fee Charges ($)	Currency	IMO market fee charges billed
Y	TLF Charges ($)	Currency	Total charges due to transmission loss factors
Z	DLF Charges ($)	Currency	Total charges due to distribution loss factors
AA	Other Charges ($)	Currency	Total of other charges that do not fit into any of the other columns e.g. incidental services related to new meter installations, purchase of RECs
AB	Other charges description	Text	Summary description of Services under 'Other Charges'
AC	Total Charges ($)	Currency	Total of all charges in columns 'O' to 'AA' billed to the Customer
AD	Supply Voltage (V)	Number	Nominal voltage of supply at the Customer metered site
AE	TLF	Number	Transmission Loss Factor used
AF	DLF	Number	Distribution Loss Factor used
AG	Power Factor	Number	Power factor of the Customer's metered site
AH	Average Load Factor	Number	Average load factor of the Customer's metered site
AI	Average Demand Factor (kW)	Number	Average demand factor in kW of the Customer's metered site
AJ	Peak Demand (kW)	Number	Peak kW demand of the Customer's metered site.
AK	Median Peak Load (MW)	Number	Median Peak Load (MW) of the Customer's metered site based on IMO 12 peak intervals.
AL	Rolling 12 months max. half-	Number	Rolling 12 months max. half-hourly demand (kVA) – as referred to in the

	hourly demand (kVA)		Western Power Network RT7 Tariff
AM	Billing Period Peak half-hourly (kVA)	Number	Billing Period Peak half-hourly (kVA)

Report A1 – Retail Electricity Sales Quarterly Report – All Sites

Quarterly Report:	From: First day of the quarter being reported (e.g. 1 Oct 20XX)	To: Last day of the quarter being reported 31 Dec 20XX)

For Invoices issued during the Quarter

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Invoice Date	Agency Name	Agency Contact Name	Agency Contact Email	Agency Contact Phone	Invoice Address	Site Name	Site Address	Account Number	NMI	Meter Number	Pricing (Bundled or Unbundled)	On-Peak (kWh)	Off-Peak (kWh)
31/10/2012	E.g. Department of Education	Joe Bloggs	Joe.bloggs@edu.wa.gov.au	9222 4567	1 Class St., Morley, WA xxxx	Excel School	2 School St., Perth, WA xxxx	39727779022	8001000347	0108000000	Bundled	200,000	150,000
16/11/2012	E.g. Department of Depots	Mary Smith	Mary.smith@depot.wa.gov.au	9222 1234	2 Block St., West Perth, WA xxxx	Healing Hospital	2 Depot St., Perth, WA xxxx	39727779023	8001000346	0108000001	Unbundled	2,000,000	1,000,000

Continued ….

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Retail Service Fee ($)	On-Peak energy charges ($) excluding TLF and DLF	Off-Peak energy charges ($) excluding TLF and DLF	Capacity charges ($)	LRET charges ($)	SRES charges ($)	Federal Emissions Trading charges ($)	Network charges (excluding PF charges) ($)	Power Factor (PF) charges ($)	IMO market fee charges ($)	TLF charges ($)	DLF charges ($)	Other charges ($)	Other charges description	Total Charges ($)
$xxx.xx	$xxx.xx	$xxx.xx	$0	$0	$0	$0	$0	$0	$0	$0	$0	$550	1 new special meter installed	$xxx.xx
$xxx.xx	$xxx.xx	$xxx.xx	$xxx.xx	$xxx.xx	$xxx.xx	$0	$xxx.xx	$xxx.xx	$xxx.xx	$xxx.xx	$xxx.xx	$5,123	Purchase of 100 RECs	$xxx.xx

Continued ….

AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
Supply Voltage (V)	TLF	DLF	Power factor	Average Load factor	Average Demand (kW)	Peak Demand (kW)	Median Peak Load (MW)	Rolling 12 months max. half-hourly demand (kVA)	Billing Period Peak half-hourly (kVA)
240	1.03	1.05	0.931	0.771	162.04	200	180		
11,000	1.03	1.05	0.850	0.820	1,388.89	2,000	1600		

Note: [1] For sites on Bundled Pricing, columns 'R' to 'Z' may be indicated '$0' or left blank if the on-peak and off-peak charges already include the aggregated price of network, metering, RECs, IMO charges etc.

[2] Column 'AA' 'Other Charges' are to include other charges that do not fit into any of the other columns, such as incidental services related to the installation of new meters, purchase of RECs etc. A description (by line items) of the other charges under Column 'AA' shall be provided in Column 'AB'.

ATTACHMENT B – Customer Reports and Information Requirements – Reporting Format

Dataset Field Descriptions (For Report B1 – Monthly Metering data for Customer Sites)

	Field Header	Format	Description
A	Date	Date	Date the meter recorded the metering data (dd/mm/yyyy)
B	On-Peak (kWh)	Number	On-Peak kWh for that day
C	Off-Peak (kWh)	Number	Off-Peak kWh for that day
D	Total kWh per day (kWh)	Number	Total kWh for that day (i.e. sum of on-peak and off-peak)
E	On-Peak Demand (kW)	Number	On Peak kW demand of the Customer's metered site.
F	Time @ Max On-Peak Demand kW	Time	Time and date stamp when max. On Peak kW Demand occurred.
G	Off-Peak Demand (kW)	Number	Off Peak kW demand of the Customer's metered site.
H	Time @ Max Off-Peak Demand kW	Time	Time and date stamp when max. Off Peak kW Demand occurred.
I	Average (kW)	Number	Average Demand (kW) for that day
J	Max (KVA)	Number	Max (KVA) for that day
K	Time @ Max KVA	Number	Time when Max KVA occurs
L	Average (KVA)	Number	Average KVA for that day
M	Power Factor @ Max kW	Number	Power Factor @ Max kW for that day
N	Power Factor Min.	Number	Power Factor Min. for that day
O	Power Factor Max	Number	Power Factor Max for that day
P	Average Load Factor	Number	Average Load Factor for that day

Report B1 – Monthly Metering data for Customer Sites

Meter Number:	Enter Meter Number	Agency Name:	Name of Department	Quarterly Report:	First day of the month being reported (e.g. 1 Jan 20XX)
NMI:	Enter NMI Number	Site Address:	Address of the Site being reported		Last day of the month being reported (e.g. 31 Jan 20XX)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Date	On-Peak (kWh)	Off-Peak (kWh)	Total kWh per day (kWh)	On-Peak Demand (kW)	Time @ Max On-Peak Demand kW	Off-Peak Demand (kW)	Time @ Max Off-Peak Demand kW	Average (kW)	Max (KVA)	Time @ Max KVA	Average (KVA)	Power Factor @ Max kW	Power Factor Min.	Power Factor Max	Average Load factor
01/07/2011	4532.07	1763.37	6295.44	433.2	11.30	xxx	xxx	262.31	484.53	11.30	298.395	0.894	0.810	0.935	0.606
02/07/2011	0	2765.13	2765.13	149.94	10.30	xxx	xxx	115.214	170.16	00.00	128.994	0.886	0.858	0.919	0.768
03/07/2011	0	2315.28	2315.28	111.06	23.30	xxx	xxx	86.47	123.06	23.30	106.10	0.902	0.897	0.925	0.869
04/07/2011	4725.6	1674.15	6399.75	507.84	9.30	xxx	xxx	266.656	558.72	09.30	302.197	0.909	0.806	0.909	0.525
05/07/2011	4863.96	1677.48	6541.44	549.480	09.00	xxx	xxx	272.56	602.88	09.00	309.794	0.911	0.815	0.931	0.496
etc.	etc.	etc.	etc	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.
……	……	……	……	……	……	……	……	……	……	……	……	……	……	……	……
29/09/2011	4360.89	1686.51	6047.4	419.34	09.00	xxx	xxx	251.975	462.9	09.00	286.618	0.906	0.815	0.950	0.601
30/09/2011	3933.00	1449.06	5382.06	372.06	09.30	xxx	xxx	224.253	418.86	09.30	257.321	0.888	0.822	0.931	0.603

Note: [1] Figures provided above are examples only and do not emulate real figures.

[2] Average Load Factor is the ratio of the average power demand divided by the peak power demand recorded over any given time.

[3] Power Factor (PF) is kW / KVA