DSW Submission Form – Declaration of Liable Acquisitions

Purpose of this form

This form is to be completed and submitted by auditors seeking approval from IPART to use this detailed scope of works (**DSW**) for the audit of a Declaration of Liable Acquisitions (**DLA**) of a scheme participant of the NSW Energy Savings Scheme (**ESS**) and/or Peak Demand Reduction Scheme (**PDRS**).

This form may be used for combined ESS and PDRS audits of a DLA, an audit of a DLA under the ESS only or an audit of a DLA under the PDRS only. DSWs for the ESS and PDRS may be set out in separate forms.

Only auditors specified in an Audit Services Panel Agreement will be approved to conduct audits of a DLA. This DSW must be approved prior to the commencement of the audit. **This DSW is not taken to be approved until IPART advises the auditor in writing**.

An audit of a DLA is required to ensure the Scheme Participant has correctly stated their liable acquisitions under the ESS and/or PDRS.

How to complete and submit this form

#### Icons

* Indicates an instruction for completing this form.
* Indicates important information to assist you with completing this form.

#### Step 1:

* Auditor completes Parts A, B & C.

#### Step 2:

* Lead auditor signs the declaration at the end of Part B.

#### Step 3:

* Auditor lodges this DSW Submission Form - DLA with IPART via the ESSRegulator@ipart.nsw.gov.au mailbox for approval of this DSW prior to commencing the audit.

PART A

Scheme Participant Information

* The auditor completes Part A of this form.

This DSW covers the audit of the DLA of the scheme participant(s) listed in section 1 of Part A.

1. Scheme Participant information

This DSW covers the audit of the DLA for the following scheme participant(s).

|  |  |
| --- | --- |
| Scheme Participant name(s): | Click here to enter text. |

1. Scope of this DSW

This DSW covers the audit of the DLA under the following schemes:

[ ]  ESS and PDRS

[ ]  ESS only

[ ]  PDRS only

1. Compliance period the DLA relates to
* This form may be used for a combined ESS and PDRS audit of a DLA, an audit of a DLA under the ESS only or an audit of a DLA under the PDRS only. Where the DSW relates only to one scheme, ‘N/A’ should be selected for the other scheme.

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| --- | --- |
| ESS Compliance period: | Please choose an item.  |
| PDRS Compliance period: | Please choose an item.  |

1. Inputs included in the DLA
* Refer to the glossary at the end of this document for definitions of each of the inputs to the DLA.

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| This DLA contains the following inputs: |  [ ]  Market acquisitions (MWh) [ ]  Non-market acquisitions (MWh) [ ]  Exempt electricity loads (MWh) |

PART B

Audit Information

The auditor completes Part B of this form.

1. Auditor information and resourcing
* The Audit Services Panel Member is the auditing company.

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| --- | --- |
| Audit Services Panel Member: | Type name. |
| Lead Auditor: | Type name. |

#### Additional audit personnel

* Team members should have experience relevant to audits of statements made by scheme participants of the NSW Energy Security Safeguard schemes. A combination of education, training and professional experience will satisfy this requirement.
* Any additions or changes to key personnel or deviations from the DSW must be notified to IPART and accepted by IPART prior to conducting work.

|  |  |
| --- | --- |
| Audit Team: | Type name. |
| <Provide a brief summary (or attachment) of the knowledge and/or experience of the Lead auditor and audit team MAXIMUM 200 words>. |
| Peer reviewer: | Type name. |
| <Provide a brief summary (or attachment) of the knowledge and/or experience of the peer reviewer MAXIMUM 200 words > |
| Other key personnel:  | Type name. |
| <Provide a brief summary (or attachment) of the knowledge and/or experience of other personnel MAXIMUM 200 words > |

1. Audit Standard
* Auditors must specify the audit standard they propose to use for this audit.
* Auditors may propose another standard than those listed in the table below but must have that standard approved for use by IPART prior to commencing the audit.

|  |
| --- |
| [ ]  ASAE 3000 Assurance Engagements Other than Audits or Reviews of Historical Financial Information  |
| [ ]  ASAE 3100 Compliance Engagements |
| [ ]  ISAE 3000 International Standard on Assurance Engagements |
| [ ]  ISO 14064-3:2006 Greenhouse Gases – Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions |
| [ ] Other: <Type details.> If using other standard provide the date of approval from IPART: Click here to enter a date. |

#### Audit Fee

|  |  |
| --- | --- |
| Total estimated fee (excluding GST): | $ Insert amount. |

Declaration by Lead Auditor

* Clause 61 of Schedule 4A to the [Electricity Supply Act 1995](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094) (**Act**), for the purposes of the ESS, imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information, documents or evidence to the Scheme Regulator.
* Clause 130 of Schedule 4A to the [Electricity Supply Act 1995](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094) (**Act**), for the purposes of the PDRS, imposes a maximum penalty of $11,000 for knowingly providing false or misleading information, documents or evidence to the Scheme Regulator.

I hereby declare that:

* I am a Lead Auditor of the Audit Services Panel Member of the NSW ESS and PDRS.
* The Audit Services Panel Member named in section 1 of Part B above will conduct the audit services to provide a reasonable assurance opinion over the DLA specified in Part A of this DSW Submission Form.
* The information contained in this form is complete, true and correct and not misleading by inclusion or omission.
* I am aware that there are penalties for providing false or misleading information, documents, or evidence to IPART as Scheme Regulator of the ESS and PDRS.
* I, as the Lead Auditor, will discuss the findings of the audit with the Scheme Regulator at the Scheme Regulator’s request.
* I confirm that the audit services will be undertaken in accordance with the Audit Services Panel Agreement. In particular, the Audit Services Panel Member specified in section 1 of Part B has the required insurance to conduct the audit services.
* I have read and understood section 2.2.1 Conflict of Interest of the [*Audit Guide - Scheme Participants*](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Audit-Guide-Scheme-Participants) regarding any conflict of interest matters, and confirm that the Audit Services Panel Member specified in section 1 of Part B:
	+ is not aware of any actual or potential conflicts of interest in undertaking this audit, or
	+ has discussed any potential or actual conflicts of interest identified with IPART prior to the submission of this form and IPART has determined that there is no conflict of interest or otherwise provided its written consent to the Audit Services Panel Member to proceed with the audit.
* The audit report will be prepared in accordance with the [*Audit Guide - Scheme Participants*](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Audit-Guide-Scheme-Participants).
* I understand and agree that where the auditor identifies errors (misstatements) or inconsistencies during the audit, they may communicate these to the Scheme Participant who has commissioned the audit. The Scheme Participant may choose to amend the DLA accordingly before the audit is finalised. However, auditors must identify the original error, and provide a reasonable assurance opinion over the amended input in the Audit Report.

Signed by the Lead Auditor as a member of the Audit Services Panel:

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| --- | --- |
| Signature of Lead Auditor: |  |
| Full name of Lead Auditor: |  Type name. |
| Date signed: |  Click to enter a date. |

PART C

Audit Scope Items

The audit should identify whether the inputs entered into the DLA are:

* For the ESS, in accordance with Divisions 4 and 5 of Part 1 of Schedule 4A to the [*Act*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094) and in accordance with the [ESS *Scheme Regulator Exemptions Rule No. 1 of 2016*](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Legislation/Scheme-Regulator-Exemptions-Rule-No.-1/Scheme-Regulator-Exemptions-Rule-No.-1-1-January-2016) and the relevant [*ESS Exemptions Order*](https://www.energysustainabilityschemes.nsw.gov.au/ess/legislation-ess).
* For the PDRS, in accordance with Divisions 2 and 3 of Part 2 of Schedule 4A to the [*Act*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094)and in accordance with the [*PDRS Scheme Regulator Exemptions Rule No. 1 of 2023*](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/documents/legislation/peak-demand-reduction-scheme-scheme-regulator-exemptions-rule-no1-2023) and the relevant [*PDRS Exemptions Order*](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/legislation-pdrs).
* based on accurate and reliable records and other relevant supporting documentation
* entered in a manner consistent with the approach specified in the [*Compliance Guide – Scheme Participants*.](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/Compliance-Guide-Scheme-Participants/)

#### Scope Item 1: Confirm the inputs of the DLA

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| Scope item: | Confirm the inputs of the DLA ‘**Inputs – General information**’ tab. |
| Standard audit tasks: | 1. Confirm that the information entered into the ‘Inputs – General information’ tab is accurate.
 |
| Additional audit tasks: | Insert additional tasks specific to the audit if required. |

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| Scope item: | Confirm the inputs of the DLA ‘**Inputs – Market acquisitions**’ tab.  |
| Standard audit tasks: | 1. Confirm the information entered into the ’Inputs - Market acquisitions’ tab against the advice provided by IPART regarding market acquisitions. Where the Market Operator has provided the Scheme Participant a different amount of market acquisitions, confirm the reported market acquisitions in the DLA against the advice provided by the Market Operator
 |
| Additional audit tasks: | Insert additional tasks specific to the audit if required. |

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| Scope item: | Confirm the inputs of the DLA ‘**Inputs – Non-market acquisitions**’ tab.  |
| Standard audit tasks: | 1. Confirm the information entered into the ‘Non-market acquisitions’ tab by viewing evidence supporting the reported figures
2. Provide an opinion on, and description of, the approach used to estimate Non-market acquisitions.
3. Confirm the quantity of non-market acquisitions is not adjusted for transmission and distribution losses.
4. Provide an assessment on whether the Scheme Participant has reported all non-market acquisitions in the DLA.
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| Additional audit tasks: | Insert additional tasks specific to the audit if required. |

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| Scope item: | Confirm the inputs of the DLA ‘**Inputs – Exempt loads**’ tab.  |
| Standard audit tasks: | For each location that the Scheme Participant is seeking an exemption: 1. For each national metering identifier (NMI), confirm the Scheme Participant has supplied the amount of electricity claimed in the deduction:
	1. in connection with the specified activity, and
	2. at the corresponding location during the compliance period to which the deductions relate.
2. Confirm that the Scheme Participant has reported each NMI separately.
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| Additional audit tasks: | Insert additional tasks specific to the audit if required. |

#### Scope Item 2: Implementation of Previous Recommendations

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| Scope item: | Provide an opinion on whether the Scheme Participant has addressed outstanding recommendation(s) from previous audit reports.  |
| Standard audit tasks: | 1. Review the outstanding recommendations and the actions taken by the Scheme Participant to address previous recommendations.
2. Check that any new procedures have been documented and are operational.
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| Additional audit tasks: | Insert additional tasks specific to the audit if required. |

#### Scope Item 3: Additional scope items may be requested

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| Scope item: | Insert additional tasks specific to the audit if required. |

## Document Control

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| Version number | Change description | Date published  |
| V1.0 | Initial release of this DSW Submission Form – Declaration of Liable Acquisitions | June 2023 |

Meaning of key terms and icons in this form

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| --- | --- |
| Acronyms and key terms | Definition |
| In this DSW Submission Form, capitalised terms have the meaning given in theAct, unless the terms are separately defined below. |
| Act | [*Electricity Supply Act 1995*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094) |
| Activity | This is the Specified Activity listed in Schedule 1 Table of Exemptions in the ESS Exemptions Order or PDRS Exemptions Order, as the case may be. |
| Audit Guide - Scheme Participants | The [*Audit Guide – Scheme Participants*](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Audit-Guide-Scheme-Participants) *s*ummarises the key requirements that apply to the audit of a DLA prepared by Scheme Participants of the ESS and PDRS. The *Audit Guide - Scheme Participants* is published on the Energy Sustainability Schemes website. |
| Audit Services Panel | A list of auditors approved by the Scheme Administrator to conduct ESS and PDRS audits. |
| Audit Services Panel Agreement | An agreement between IPART and the Audit Services Panel Member. |
| Audit Services Panel Member | A person who has been nominated by IPART to join the Audit Services Panel and who has entered into an Audit Services Panel Agreement with IPART. |
| Compliance Guide - Scheme Participants | This document assists scheme participants to complete the DLA and meet obligations for ESS and PDRS compliance periods. The [*Compliance Guide - Scheme Participants*](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Compliance-Guide-Scheme-Participants) is published on the Energy Sustainability Schemes website. |
| Compliance period | For the ESS, the compliance period is 1 January to 31 December. The 2022 compliance period includes liable acquisitions for the period 1 January 2022 to 31 December 2022.For the PDRS, the compliance period is 1 November through to 31 March of the following year. The 2022-2023 compliance period is for the period 1 November 2022 to 31 March 2023 however only liable acquisitions from the period 2:30pm to 8:30pm on each of the 4 peak days are included. |
| DLA | Declaration of Liable Acquisitions submitted by scheme participants of the ESS and PDRS. |
| DSW | Detailed Scope of Works for an audit of a DLA. |
| DSW Submission Form – DLA | This form. The auditor completes and submits to the Scheme Regulator to IPART for approval prior to commencing the audit. |
| ESS | The NSW Energy Savings Scheme |
| ESS Exemptions Order | The order made under clause 22 of Schedule 4A to the Act as applicable to the relevant compliance period. |
| Exempt electricity loads | An electricity load used in connection with an Activity that is specified as fully or partially exempt from the ESS or PDRS under the ESS Exemptions Order or PDRS Exemptions Order. |
| IPART | The Independent Pricing and Regulatory Tribunal of NSW. |
| Liable acquisitions | Has the meaning given by clauses 10 and 90 of Schedule 4A to the Act |
| Location | The location that corresponds to an Exempt Electricity Load used in connection with an Activity as specified in the ESS Exemptions Order or PDRS Exemptions Order. |
| Market Operator  | Has the meaning defined in clause 2 of Schedule 4A to the Act. The Market Operator is currently the Australian Energy Market Operator (AEMO). |
| Market acquisitions | Purchases of electricity by a scheme participant from the Market Operator, where the electricity is purchased for consumption by, or onsale to, end users in NSW or for use in NSW. If the scheme participant is a Direct Supplier of Electricity, the supply of electricity of a kind specified under clauses 29(2) and 59C(2) of the Regulation is also a market acquisition. |
| NMI | This is the national metering identifier at the Location specified in the ‘Inputs – Exempt loads’ tab of the DLA. |
| Non-market acquisitions | Purchases of electricity by a scheme participant from any person other than the Market Operator, where the electricity is purchased for consumption by, or onsale to, end users in NSW or for use in NSW. If the scheme participant is a retailer, a supply of electricity generated by the retailer and supplied by the retailer for consumption by, or onsale to, end users in NSW or for use in NSW is also a non-market acquisition. |
| PDRS | The NSW Peak Demand Reduction Scheme. |
| PDRS Exemptions Order | The order made under clause 93 of Schedule 4A to the Act as applicable to the relevant compliance period. |
| Regulation | [*Electricity Supply (General) Regulation 2014*](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2014-0523).  |
| Scheme Administrator | The person or body required to exercise the functions of Scheme Administrator under Parts 1 and 2 of Schedule 4A to the Act. |
| Scheme participant | Has the meaning given in clauses 2 and 81 of Schedule 4A to the Act. |
| Scheme Regulator | The person or body required to exercise the functions of Scheme Regulator under Parts 1 and 2 of Schedule 4A to the Act. |