

Summary

ACP: ACP Name

ACN/ABN: XXXXXXXXXX

Accreditation number: XXXX

Accreditation name: ACP PDRS RDUE/SASC/HADR

Original date of accreditation: 1 October 2024

Document control:

Notice Issue #	Start date	End date	Reason for amendment
1	1 October 2024		Not applicable

1 What you're accredited to do

You're accredited to create Peak Reduction Certificates from each of the activities listed in Table 1 with effect from the Accreditation Start Date specified for that activity.

Table 1 Activity Definitions

Activity Definition	Accreditation Start Date
HVAC1 – Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner	
HVAC2 – Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner	
WH1 – Replace one or more existing hot water boilers or water heaters with one or more air source heat pump water heater systems	
RF2 – Replace an existing refrigerated cabinet with a new high efficiency refrigerated cabinet	
SYS2 – Install a new high efficiency pool pump or replace an existing pool pump with a high efficiency pool pump	
BESS1 – Install a new behind the meter battery energy storage system	
BESS2 – Sign a behind the meter battery energy storage system up to a demand response contract	

Conditions of accreditation

These are your conditions of accreditation. There are other conditions of accreditation in the Relevant Legislation you must also follow.

2 Approved method

You must calculate Peak Demand Reduction Capacity using only clause 7.1/8.1/9.1 of the Scheme Rule for activities in Table 1.

3 Audit requirements and certificate creation limit

Audit requirements

- a) You must engage an Auditor by 1 October 2025 to conduct an audit.
- b) You must regularly engage Auditors so that no more than 12 months passes between the Scheme Administrator receiving the Scope of Works for any two consecutive audits.
- c) Where the Scheme Administrator directs you to conduct an audit under clause 62ZC of the Regulation, you must engage an Auditor to undertake the audit at the time and in the manner that the Scheme Administrator directs.
- d) You must also engage an Auditor to undertake audits by any time and in any manner that the Scheme Administrator directs.
- e) You must ensure that each audit is conducted in accordance with the Audit Guideline and dedicate sufficient resources and labour to ensure that each audit is conducted and completed in an efficient manner.
- f) You must ensure that each audit is conducted in accordance with the PDRS Audit Scope.
- g) Each audit must provide an opinion on the validity of the calculation or creation of any Peak Reduction Certificates, which are the subject of the audit.
- h) The Scheme Administrator may at its discretion waive any of the requirements of this clause 3 by notice in writing to you.

Certificate creation limit

- i) You must ensure that at no time are there more than XXXX Unaudited PRCs that are registered in respect of the RPA.

4 Record keeping and reporting requirements

- a) You must collect and keep up-to-date records as required by the Relevant Legislation and the Method Guide.
- b) You must have documented record keeping processes and procedures in place to address all Method Guide Record Keeping Requirements.

Reporting requirements – monthly

- a) For SASC accreditations: By the 15th day of each calendar month, for each implementation that occurred in the previous calendar month you must:
 - i. report the information specified in clauses 6.1(d) and 8.1.6 of the Scheme Rule to the Scheme Administrator; and
 - ii. have and keep records to meet all Method Guide Record Keeping Requirements that relate to that Implementation.
- b) For HADR accreditations: By the 15th day of each calendar month, for each implementation that occurred in the previous calendar month you must:
 - i. report the information specified in clause 6.1(d) of the Scheme Rule to the Scheme Administrator; and
 - ii. have and keep records to meet all Method Guide Record Keeping Requirements that relate to that Implementation.

Reporting requirements – Banned End-User Equipment

- c) For SASC and HADR accreditations: Within a reasonable time specified in writing by the Scheme Administrator, you must provide to the Scheme Administrator all information related to Banned End-User Equipment specified by the Scheme Administrator either:
 - a. in a Banned End-User Equipment Notice; or
 - b. otherwise in writing.

5 Customer engagement

- a) You must comply with the Method Guide Customer Engagement Requirements.
- b) You must ensure that any third-party representative undertaking the RPA on your behalf complies with the Method Guide Customer Engagement Requirements.

6 Representatives

- a) You must comply with the Method Guide Representative Requirements.

- b) You must ensure that any person undertaking the RPA on your behalf complies with the Representative Requirements and all legislation that relates to the delivery of the RPA. This includes, without limitation, the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* (Cth), the *Work Health and Safety Act 2011*, the *Home Building Act 1989* and the *Fair Trading Act 1987*.

7 Insurance

- a) You must hold and maintain public liability insurance of at least \$5 million. You must ensure that any person that is undertaking the RPA on your behalf holds and maintains public liability insurance of \$5 million. Insurance cover of this amount must be maintained for the life of the RPA.
- b) All public liability insurance must, at a minimum, cover the replacement and/or rectification of customers' property damaged as a result of work performed by a person undertaking the RPA.
- c) You must hold and maintain product liability insurance of at least \$5 million that covers all products used in the RPA. You must ensure that any person undertaking the RPA on your behalf holds and maintains product liability insurance of at least \$5 million. Insurance cover of this amount must be maintained for the life of the RPA.
- d) Product liability insurance must include cover for the replacement and rectification of third-party property damaged as a result of work performed by you or your contractors or agents.
- e) You must keep copies of the public liability insurance and product liability insurance for all persons undertaking the RPA on your behalf.

8 Notification obligations

- a) You must notify the Scheme Administrator within 28 days of a change to your:
 - i. principal place of business; or
 - ii. director(s) or secretary.
- b) You must notify the Scheme Administrator immediately where:
 - i. you are the subject of a winding up order or resolution; or
 - ii. a liquidator, controller or administrator is appointed to you.

9 Additional conditions

None

10 Definitions

In this Notice, the following words and expressions have the following meanings:

ABN means an Australian Business Number.

Accreditation Start Date has the meaning given under clause 1.

ACN means an Australian Company Number.

Act means the *Electricity Supply Act 1995* (NSW).

ACP means Accredited Certificate Provider.

Audit Guideline means the guidelines describing the audit processes and procedures as published on the Scheme Administrator's web site and updated from time to time.

Audited PRC means any Peak Reduction Certificate which has been the subject of an audit for which the Scheme Administrator has been provided with a copy of the Final Audit Report.

Auditor means an auditor nominated or approved by the Scheme Administrator.

Final Audit Report means the final audit report submitted to the Scheme Administrator by an Auditor.

Method Guide means the method guide, applicable to activities in Table 1, as published on the Scheme Administrator's website, and updated from time to time.

Method Guide Customer Engagement Requirements means the requirements set out in the Method Guide expressly described as the "Method Guide Customer Engagement Requirements".

Method Guide Record Keeping Requirements means the records set out in the Method Guide expressly described as the "Method Guide Record Keeping Requirements".

Method Guide Representative Requirements means the requirements set out in the Method Guide expressly described as the "Method Guide Representative Requirements".

Notice means this document.

PDRS Audit Scope means any document describing all of the matters to be audited applicable to activities in Table 1, as published on the Scheme Administrator's web site and updated from time to time, as well as any other matters notified in writing to you by the Scheme Administrator, whether in relation to a specific audit or a class of audits.

Pre-registration Audit means an audit of Peak Reduction Certificates that are proposed to be registered in respect of the RPA.

Regulation means the *Electricity Supply (General) Regulation 2014* (NSW).

Relevant Legislation means the Act, the Regulation, any other regulations made for the purposes of Part 2 of Schedule 4A to the Act, and the Scheme Rule.

RPA means the Recognised Peak Activity described in clause 1, in respect of which you are accredited to create Peak Reduction Certificates for the purposes of clause 109(3) of Schedule 4A to the Act.

Scheme Administrator has the same meaning as in the Act.

Scheme Rule means any and all scheme rules made under clause 137 of Schedule 4A to the Act from time to time and includes the *Peak Demand Reduction Scheme Rule of 2022* (NSW).

Scope of Work means the first document that the Auditor provides to the Scheme Administrator, which sets out the scope of the activities that the Auditor proposes to carry out as part of that audit.

Unaudited PRC means any Peak Reduction Certificate which has not been the subject of an audit for which the Scheme Administrator has been provided with a copy of the Final Audit Report.

You or your means the ACP accredited in this Notice.

11 Interpretation

In this Notice, unless the context requires otherwise:

- a) references to clauses are references to clauses in this Notice;
- b) the singular includes the plural and vice versa;
- c) headings are used for convenience only and do not affect the interpretation of this Notice;
- d) a reference to a document includes the document as modified from time to time and any document replacing it;
- e) person includes a natural person and any body or entity whether incorporated or not;
- f) a reference to an 'audit' is a reference to an audit in respect of the RPA;
- g) a reference to any statute, proclamation, rule, regulation or ordinance includes any amendment, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, regulation or ordinance replacing it. A reference to a specified section, clause, paragraph, schedule or item of any statute, proclamation, rule, regulation or ordinance means a reference to the equivalent section of the statute, proclamation, rule, regulation or ordinance which is for the time being in force;
- h) including and similar expressions are not words of limitation; and
- i) words and expressions that are defined in the Scheme Rule and not defined in this Notice have the same meaning as in the Scheme Rule.