

13/04/2021	Energy Efficiency Improvement Record Keeping & Reporting - Part 3 & 8 of the Code of Practice	Abbreviations	Abbreviations
	Act, Part 19	We or "Us"	Administrator
Retailer	ActewAGL	R.	Retailer
8.9	Within 10 working days of a compliance period report being received, the administrator must determine if the compliance period report is complete	Y	Yes (Complete)
		N	Not Complete
		N/A	Not Applicable
Section	Pre-requisites for reporting	Notes	Completed
3.2	Retailer must nominate Record Keeping & Reporting Contact, & provide contact details; need not be w. Approval authority but needs to be Senior officer. If officer changes we must be notified within 5 business days.	This is done prior to reporting and on an ongoing basis	Y
3.6.1(b)	Provide required info. to us via secured electronic link to epd-eeis@act.gov.au (more than 2 working days before due)	Request sent by R to inbox and link to Objective Connect provided to R	Y
3.4.3	Document named correctly < retailer prefix> <issue date> compliance period report 2020		Y
Section	Element of Code	Notes	Supplied
8.2.1	Compliance Period Report		
(a)	Total sales in MWh		
(b)	Eligible activities undertaken		
(c)	Approved abatement factors acquired by retailer		
(d)	Total abatement factors for eligible activities		
(e)	Total abatement factors undertaken in priority households		
(f)	Total obligation to be achieved by paying an energy saving contribution	Tier 2. Expressed as %	
8.2.1	Carried forward surplus or shortfall from previous compliance period		
8.2.2	For each activity completed, include:		
(a)	activity record form identifier		
(b)	Activity ID		
(c)	The number of units being claimed for the activity		
(d)	where an eligible activity requires a product to be listed on a register of products, the name of the relevant register		
(e)	implementation date for the activity		
(f)	the retailer, authorised contractor, authorised seller and authorised installer identifiers of the entities that undertook the activity		
(g)	Relevant building classification		
(h)	sector type of the premises, (residential or business)		
8.2.2(i)	For activity that requires authorised installer:		
i	block, section, division/district		
ii	business name, unit/street number/name/suburb/postcode		
iii	occupancy status - public/comm housing, private rental, owner occupier, vacant commercial premises, other		
(j) i,ii,iii	For activity that does not require authorised installer, all of the above requested information and details of the premises in which the product is to be installed		
(k)	identify if premise is a priority household		
(l)	class of priority as determined under section 5.12(b)i and card number relating to the class		
(m)	consumer's first and last name, contact number and email address		
(n)	the first and last name, contact number and email address of the authorised signatory if different from 8.2(m)		
(o)	all activity specific information under 'Recording and Reporting' required by the section of the Cord of Practice which applies to the activity		
(p)	value of services provided in completing the activity by the recipient of the activity		
(q)	value of services provided in completing the activity by the retailer		
8.3	R. w sales & obligation greater than zero must also include:		
(a)	Calculation of total costs incurred in meeting obligations		
(b)	total monetary value of all co-contributions and payments for eligible activities made by consumers/other parties		
(c)	for tier 2 NERL retailer, the extent to which the retailer's energy savings obligation will be achieved		
(d)	calculation of costs of acquiring approved abatement factors that comply with CoP		
8.4	Independent audit		
Act, s19(2)a	If we require Independent Audit, results must be lodged w. compliance report in accordance with section 9 of this code.		
8.6	Retailer approval of compliance period report		
(a,b,c,d)	R. report must be Approved by the CEO or GM, or acting CEO or GM of the company, or person holding delegation to exercise the power at a level equivalent of the CEO.		
(a,b,c,d)	Report must include signed declaration as prescribed in section 13 of the code		
8.7	Format of compliance period report		
(a,b)	Compliance report supplied in writing in .pdf & .doc/.docx		
(a,b)	Info. re: individual eligible activities must be supplied in CSV file(s).		