



GGAS

GUIDE TO COMPLETING THE 2012 ANNUAL GREENHOUSE GAS BENCHMARK STATEMENT FOR BENCHMARK PARTICIPANTS IN THE ACT

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1 Introduction

1.1 Purpose of the Guide

This Guide has been developed to assist ACT Benchmark Participants complete the 'Annual Greenhouse Gas Benchmark Statement' (the Statement) for the 2012 Calendar Year (1 January 2012 to 30 June 2012).

Please note that this Guide does not substitute for legal advice.

1.2 Regulatory Framework

The Greenhouse Gas Abatement Scheme (the Scheme) commenced in the ACT on 1 January 2005 through the *Electricity (Greenhouse Gas Emissions) Act 2004 (ACT)* (the Act). The Act establishes a scheme for the recognition of activities that reduce or promote the reduction of greenhouse gas emissions and to enable the trading in, and use of, certificates created as a result of those activities. The Scheme also establishes greenhouse gas benchmarks for participants in the electricity industry and provides for the imposition of penalties on persons who fail to meet their benchmarks.

The Electricity (Greenhouse Gas Emission) Regulation 2004 (the Regulation) provides further guidance on the implementation and operation of the Scheme.

The Electricity (Greenhouse Gas Emission) Benchmark Compliance Rule 2012 (No. 2) (the Rule) supports the legislation and details how greenhouse gas benchmarks, attributable emissions and any greenhouse gas shortfalls are calculated. Benchmark Participants completing the Annual Greenhouse Gas Benchmark Statement should also refer to the Rule.

These documents are accessible at:

www.legislation.act.gov.au

The ACT Scheme is modelled on the NSW Greenhouse Gas Abatement Scheme. The NSW Scheme commenced operation in January 2003 and was extended to include the ACT in 2005. The ACT Scheme uses the general approach developed in NSW and the NSW Scheme's administrative framework. Although the compliance requirements for NSW and ACT Benchmark Participants are similar, separate bodies manage them. The "Compliance Regulator" in NSW is the Independent Pricing and Regulatory Tribunal (IPART); the "Compliance Regulator" in the ACT is the Independent Competition and Regulatory Commission (the Commission).

Benchmark participants should note that the key factors used to determine individual Benchmark Participant's greenhouse gas benchmarks are different for NSW and the ACT, as are the resultant benchmarks. Benchmark Participants licensed in both NSW and the ACT must therefore complete separate Annual Greenhouse Gas Benchmark Statements for each jurisdiction.

The Annual Greenhouse Gas Benchmark Statement for ACT Benchmark Participants is available on the Commission's greenhouse gas website at:

www.icrc.act.gov.au/actgreenhousegasabatementsscheme/formsandguides

1.3 Compliance Process

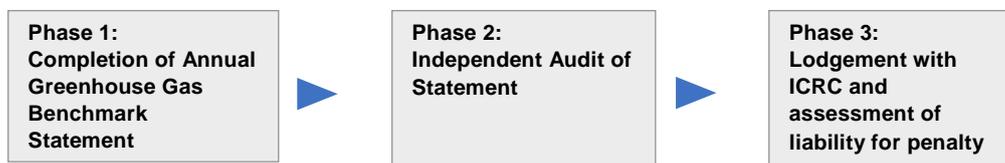
All Benchmark Participants¹ must demonstrate compliance with greenhouse gas benchmarks and lodge an Annual Greenhouse Gas Benchmark Statement with the Commission by **no later than 30 September 2012** or a later date permitted by the Commission (section 17(1) of the Act).

It is an offence for a Benchmark Participant to fail to lodge a Statement by the time stipulated in the Act (section 17(4) of the Act - see comments below on Phase 3 of the compliance process).

A Benchmark Participant that has supplied electricity in the ACT at any time in the Compliance Year must demonstrate compliance with greenhouse gas benchmarks in line with the compliance process shown in Figure 1.

The Statement calculates a Benchmark Participant's greenhouse gas benchmark, shortfall and liability (if any) for a greenhouse penalty. The penalty for a greenhouse shortfall was \$13.50 per tonne of carbon dioxide equivalent for the 2011 Compliance Year. The penalty is adjusted each year by changes in the Consumer Price Index.²

Figure 1: Compliance Process



Phase 1: Completion of Statement

Participants seeking to demonstrate compliance must:

- complete the Statement (refer to Section 2 of this Guide)
- attach supporting documents, and
- arrange for the Statement to be audited (refer to Phase 2).

Phase 2: Independent Audit of Statement

The Commission (pursuant to section 50(1)(d) of the Act) requires the Statement to be audited prior to submission to the Commission.

¹ The only Benchmark Participants currently participating in the ACT Scheme are retail suppliers. To maintain consistency between the ACT's and NSW's compliance processes, the classification used in the NSW Scheme for this type of Benchmark Participant (ie "Class 1") is also used. The terms are interchangeable.

² The second quarter data for 2012 for the CPI was not available from the ABS at the time of publication.

It should be noted that the Statement will not be considered to be in a form approved by the Commission until an Audit Report is attached to it at the end of Phase 2 or an exemption from this requirement has been granted by the Commission.

Benchmark Participants licensed in ACT and NSW

An ACT Benchmark Participant that is also a retail supplier under the NSW scheme may engage a single auditor to audit both jurisdictions' Statements. Auditors must be selected from IPART's 'Audit and Technical Services Panel' and must be authorised to undertake audits of Statements. All panel members are listed on IPART's website at: www.greenhousegas.nsw.gov.au. The auditor of a Statement is engaged and paid by the Benchmark Participant. The auditor remains accountable to both IPART and the Commission (if the Benchmark Participant is participating in both the NSW and the ACT schemes) for the quality and independence of the audit opinion contained in the Audit Report. The contract between the Benchmark Participant and the auditor, including the engagement process, must be consistent with Schedule 2 of IPART's *Audit and Technical Services Panel Agreement*.

To streamline the audit process, IPART will be the main point of contact on audit proposals covering both ACT and NSW Statements.

Specifically, the auditor should provide IPART with a single Detailed Scope of Works clearly indicating that it is for both the NSW and ACT Statements. The Detailed Scope of Works should include information about the audit scope, audit team and procedures. Benchmark Participants should allow 14 days for IPART to respond.

IPART, in consultation with the Commission, will review the audit team, the audit proposal and will advise the auditor of any requests for changes. IPART and the Commission must also be satisfied that the auditor is not affected by a conflict of interest. More information on conflict of interest is included in IPART's *Audit Guideline*. **Benchmark Participants should be sure to allow sufficient time for the appointment of the auditor, review by IPART and the Commission, the conduct of the audit and signing of the Benchmark Statement.**

Two Deed Polls will be required from the Benchmark Participant – one for the ACT and one for NSW. The ACT Deed Poll is accessible on the Commission's greenhouse gas website at:

www.icrc.act.gov.au/actgreenhousegasabatementscheme/formsandguides

The NSW Deed Poll is accessible on IPART's greenhouse gas website at:

www.greenhousegas.nsw.gov.au

Before the audit commences a Deed Poll must be lodged with each compliance regulator, namely the Commission and IPART.

Separate audit reports will be required for the ACT and NSW. The audit report for the ACT Statement must be addressed to the Senior Commissioner, Independent Competition and Regulatory Commission. The audit report for the NSW Statement must be addressed to the Chairman of IPART.

IPART's *Audit Guideline*, *Audit Scope* and *Audit Report Template for Benchmark Statements* set out the requirements for auditors and describe the audit arrangements and requirements for Audit Reports in detail. These documents are available on IPART's greenhouse gas website at:

www.greenhousegas.nsw.gov.au.

Phase 3: Lodgement with the Commission and Assessment of any Shortfall and liability for penalty

The completed Statement (with Audit Report attached as required under Phase 2) must be lodged with the Commission by **30 September 2012**. **An electronic copy of the Statement must also be lodged with the Commission. Electronic copies of the Statement should be emailed to icrc@act.gov.au.**

A greenhouse penalty payable for the 2011 Compliance Year is due on 30 September 2012 – that is the same as the lodgement date for the completed Statement. The assessment of greenhouse shortfall and liability for penalty included in a completed Statement is taken to be the greenhouse shortfall and liability for penalty by the Benchmark Participant for the year concerned, unless another assessment is made by the Commission. The Commission reserves the right to make its own assessment (or to amend a Benchmark Participant's assessment) in accordance with the Act and the Regulation following lodgement of the Benchmark Participant's Statement.

The assessment of greenhouse shortfall in the completed Statement takes effect as if it were a notice of assessment signed by the Commission and given to the Benchmark Participant (subject to any subsequent assessment or amended assessment made by the Commission). In 2012 the assessment is taken to have been made on 30 September 2012 or the day on which the greenhouse gas benchmark statement is lodged (whichever is later).

1.4 Benchmark Participants that have not Supplied Electricity

Benchmark Participants that have not supplied electricity in the ACT during the Compliance Year do not need to complete the Excel spreadsheet, which is the companion to this Guide. Such Benchmark Participants can demonstrate compliance with greenhouse gas benchmarks by completing the "Annual Greenhouse Gas Benchmark Statement – Form 2", which is included in Part 3 of this Guide. Benchmark Participants who have not supplied any electricity in the ACT and are completing the Form 2 declaration do not need to have that declaration audited. The "2012 Annual Greenhouse Gas Benchmark Statement – Form 2" must be lodged with the Commission by **30 September 2012**.

1.5 Benchmark Participants Seeking an Exemption from the Audit Requirement

The Commission has adopted a stringent approach of requiring audits of all Benchmark Statements, with exemptions given on a case-by-case basis. In circumstances where the Benchmark Participant has a very small number of customers and load, the Commission may grant an exemption from the requirement to have the Benchmark Statement audited. Any requests for an exemption from the requirement to have a Benchmark Statement audited must be received by **31 July 2012**.

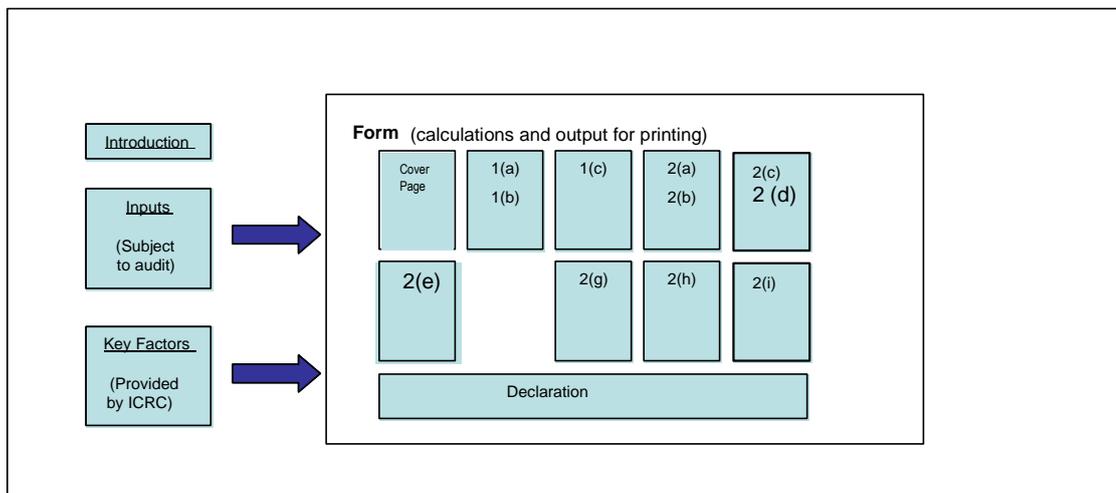
2 Completing the Statement

The following section provides a step-by-step guide to completing the Statement.

2.1 Overview

The Statement is in the form of a Microsoft Excel spreadsheet, the structure of which is illustrated in Figure 2 below. The Statement should be completed in close consultation with this Guide.

Figure 2: Structure of Statement spreadsheet



The “Inputs” worksheet is where the Benchmark Participant enters the appropriate information required to fulfil compliance obligations. This is the only worksheet that can be altered by the Benchmark Participant. The rest of the worksheets are locked so that they can be viewed and printed, but not changed.

The “Key Factors” worksheet contains information such as ACT Pool Coefficient, Total ACT Electricity Demand, Total ACT Population, ACT Greenhouse Gas Benchmarks and Electricity Sector Benchmarks. These factors are determined and published by the Commission in accordance with the Act (section 13) and the Rule and cannot be changed within the spreadsheet.

The information entered in the “Inputs” worksheet and the factors contained in the “Key Factors” worksheet are automatically transferred to the various “Form” worksheets where the required calculations are performed to determine the Benchmark Participant’s Greenhouse Shortfall.

The “Form” worksheets are formatted to allow them to be printed and bound. The resulting document must be signed and, together with any attachments required and the Auditor’s Report, must be lodged with the Commission (see Section 4 of this Guide). An electronic copy of the Statement must also be lodged with the Commission. Electronic copies of the Statement should be emailed to icrc@act.gov.au.

2.2 Inputs for all Benchmark Participants

The first box of the “Inputs” worksheet lists the information that the Statement requires from Benchmark Participants, including legal names, Compliance Year, contact details, carry forward details and numbers of certificates surrendered. These data are used in the calculations embedded in the worksheet.

All ACT Benchmark Participants must provide the information required in each section of this first box of the “Inputs” worksheet.

The requirements of each section of this first box are addressed separately below.

Figure 3: Structure of First Input Box

Box 1

Inputs for ALL Benchmark Participants

Compliance Year:
Year must be specified for calculations to work

1 (a) Benchmark Participant
Name of Benchmark Participant:
ABN:

1 (b) Contact Information
Chief Executive Officer
Name:
Postal Address:
State/Postcode:
Telephone Number:
Mobile Telephone Number:
Fax Number:
Email:

Main Greenhouse Compliance Contact
Name:
Job title:
Postal Address:
State/Postcode:
Telephone Number:
Mobile Telephone Number:
Fax Number:
Email:

1 (c) Class of Benchmark Participant
Please state appropriate Class (ie 1)
Class must be specified for calculations to work
Class 1: a retail supplier

2 (a) Equation 1 and Section 97BE: Greenhouse Shortfall Calculation
Shortfall carried forward from previous year (tCO₂-e)
Shortfall to be carried forward to next year (tCO₂-e)

2 (b) Equation 2: Attributable Emissions Calculation
NGACs Surrendered to ACT (tCO₂-e abated)

Compliance Year

The Compliance Year of 2012 has been inserted into the 2012 Benchmark Statement.

1(a) Benchmark Participant

Section 1(a) contains details of the Benchmark Participant. You are required to provide:

- *Name of Benchmark Participant:* The full legal name (not the business name) of the Benchmark Participant.
- *ABN:* The Australian Business Number (ABN) of the Benchmark Participant (if the Benchmark Participant has an ABN).

1(b) Contacts

The purpose of this section is to identify key individuals involved with the preparation of the Statement on behalf of the Benchmark Participant.

- *Chief Executive Officer:* State the name and contact details of the Chief Executive Officer of the Benchmark Participant. The Chief Executive Officer must sign the Statement in Part 3: Declaration.
- *Main Greenhouse Compliance Contact:* This is the person within the Benchmark Participant responsible for managing compliance with the ACT Greenhouse Gas Abatement Scheme. This person is likely to be the person completing the Statement and the primary contact person for the Commission.

1(c) Class of Benchmark Participant

This part of the Statement identifies the Class of the Benchmark Participant. The only type of Benchmark Participant currently participating in the ACT Scheme is Class 1, electricity retailer. The number "1" has been entered in the Statement as a default in this section of the "Inputs" worksheet.

2(a) Equation 1 and Section 12: Greenhouse Shortfall Calculation

This section provides two key inputs for the shortfall calculation to be performed in item 2(a) of the Form worksheets. Other key inputs to this shortfall calculation are derived in different sections of the Statement.

In every year of the Scheme except 2007 and 2012, the final year for which targets have currently been set, Benchmark Participants may carry forward up to 10% of their benchmarks rather than meeting it in that year. Benchmark Participants must clear this additional carried-forward amount in the following year. Refer to Section 12 of the Act for further details on carrying forward. You are required to provide:

- *Shortfall carried forward from previous year* - the Greenhouse Shortfall (if any) that the Benchmark Participant nominated to be carried forward from the previous Compliance Year. The shortfall carried forward must be stated in tonnes of carbon dioxide equivalent (t CO₂-e) and should be in whole numbers without any decimal places.

- *Shortfall to be carried forward to next year* - the Greenhouse Shortfall (if any) that the Benchmark Participant wishes to carry forward to the next Compliance Year. The shortfall carried forward must be stated in tonnes of carbon dioxide equivalent (t CO₂-e) and should be in whole numbers without any decimal places. *It must not be more than 10% of the Benchmark Participant's Greenhouse Gas Benchmark as calculated under item 2(c) of the Form worksheets.*

2(b) Equation 2: Attributable Emissions Calculation

This section provides key inputs to Equation 2 of the Rule, which is used to calculate the Participant's Attributable Emissions. The Rule defines Attributable Emissions as:

“the number of tonnes of carbon dioxide equivalent of greenhouse gas emissions in that year for which a Benchmark Participant is responsible” (The Rule, Section 9.1).

You are required to provide:

- *NGACs Surrendered (t CO₂-e abated)*: The total number of Greenhouse Abatement Certificates registered to the Participant that have been surrendered under the Act, not including any surrendered due to an order under section 35 of the Act. Benchmark Participants surrender Abatement Certificates on the Greenhouse Gas Abatement Scheme Registry: www.ggas-registry.nsw.gov.au/

2.3 Inputs for Benchmark Participants

The second box of the “Inputs” worksheet lists additional information that the Statement requires from ACT Benchmark Participants (ie retail suppliers or “class 1” Benchmark Participants), including Australian Energy Market Operator (AEMO) purchases, deemed generator purchases, emission intensity adjustment factors, distribution loss factors, Renewable Energy Certificates surrendered and generating system loss factors. These data are used in the calculations embedded in the worksheet.

All ACT Benchmark Participants must provide the information required in this box of the “Inputs” worksheet.

2(d) Total Electricity Purchased Calculation

This section provides a key input for the calculation of Total Electricity Purchased (under section 5 of the Rule), which is used to calculate the Participant's Attributable Emissions (under Equation 2 of the Rule).

You are required to provide:

- *Australian Energy Market Operator (AEMO) Purchases*: The quantity of electricity purchased from AEMO (rounded to the nearest whole MWh) in the Compliance Year for sale in the ACT. AEMO will provide this figure to the Commission at the end of January each year and the Commission will then forward the “AEMO purchases” figure to the Participant.
- AEMO will use the best data it has available at that time on sales for the period 1 January to 30 June for 2012 compliance year.

Figure 4: Structure of Second Input Box

Box 2

Inputs for Benchmark Participants

2 (d) Total Electricity Purchased Calculation (section 5)
 AEMO Purchases (MWh)

2 (e) Equation 5: Total Deemed Generator Purchases Calculation

Generating System 1 (G1)
 G1: Name of Generating System
 G1: Purchased Generation (MWh)
 G1: Emissions Intensity Adjustment Factor

Generating System 2 (G2)
 G2: Name of Generating System
 G2: Purchased Generation (MWh)
 G2: Emissions Intensity Adjustment Factor

Generating System 3 (G3)
 G3: Name of Generating System
 G3: Purchased Generation (MWh)
 G3: Emissions Intensity Adjustment Factor

? more generating system inputs (G4 - G20)

2 (g) Renewable Energy Certificates Counted
 RECs surrendered under Renewable Energy (Electricity) Act
 Relevant acquisitions for use in the ACT (MWh)

2 (h) Equation 8: Total Electricity Sold Calculation

AEMO Purchases (MWh)
 Distribution Loss Factor (AEMO Purchases)

Generating System 1 (G1)
 G1: Name of Generating System
 G1: Purchased Generation (MWh)
 G1: Loss Factor (Generating System Purchases)

Generating System 2 (G2)
 G2: Name of Generating System
 G2: Purchased Generation (MWh)
 G2: Loss Factor (Generating System Purchases)

Generating System 3 (G3)
 G3: Name of Generating System
 G3: Purchased Generation (MWh)
 G3: Loss Factor (Generating System Purchases)

? more generating system inputs (G4 - G20)

Details of surrendered certificates
NGACs surrendered to the ACT

NA1	<input type="text"/>	<input type="text"/>
NA2	<input type="text"/>	<input type="text"/>
NA3	<input type="text"/>	<input type="text"/>
NA4	<input type="text"/>	<input type="text"/>
NA5	<input type="text"/>	<input type="text"/>
NA6	<input type="text"/>	<input type="text"/>
NA7	<input type="text"/>	<input type="text"/>
NA8	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text" value="0"/>

2(e) Equation 5: Total Deemed Generator Purchases Calculation

This section provides inputs that are used in Equation 5 of the Rule to calculate the Benchmark Participant's Total Deemed Generator Purchases, which is in turn a key input for the calculation of Total Electricity Purchased.

The Total Deemed Generator Purchases is the electricity purchased by the Benchmark Participant from any Embedded Generating Systems (including solar buy back and other similar systems) that are located in the ACT that do not trade their electricity through the national electricity market operated by AEMO, calculated in accordance with Equation 5.

To ensure that the calculation of Total Deemed Generator Purchases is performed correctly in accordance with Equation 5, for each Generating System (G) you are required to provide:

- *Name of Generating System*: This should be a unique name that can be used by independent auditors to verify the information provided by the Benchmark Participant.
- *Purchased Generation (MWh)*: The quantity of electricity purchased from that Generating System by the Participant rounded to the nearest whole MWh (this should be taken as the "Sent Out Generation" for the generating system, as referred to in the National Electricity Rules, ie the amount of electricity supplied to the transmission or distribution network at the generating system's connection point to that network).
- *Emissions Intensity Adjustment Factor*: This is the value in Table 3 of Schedule A to the Rule that relates to whether the Generating System is connected at a user site, to the distribution system, or to the transmission system.

In the case of small-scale solar buy-back schemes, it is not necessary to list each solar buy-back site individually. These sites can be aggregated into one entry as a single Generating System (G). To illustrate, a Benchmark Participant had solar generation buy-back agreements with 2 schools and, for a given year, the sent-out energy from the first school was 20 MWh and 15MWh from the second school. In this example the inputs would be: *Name of Generating System*: School Solar Generation No 1; and *Purchased Generation (MWh)*: 35MWh (sum of outputs). The *Emissions Intensity Adjustment Factor* from Table 3 would be "at user site" because there are multiple sites, and the "Loss Factor (Generating Systems Purchases)" would be the relevant Distribution Loss Factor from Table 1 of Schedule A.

Space for three Generating Systems is initially displayed in this section of the "Inputs" worksheet. Additional space for up to 20 Generating Systems is available by clicking on the plus sign on the left of the screen just below Generating System 3 (G3). This will provide space for information to be provided for Generating System 4 (G4) to Generating System 20 (G20).

2(g) Renewable Energy Certificates Counted

This section provides inputs that are used to calculate how many Renewable Energy Certificates (RECs) the Benchmark Participant counts towards the greenhouse gas benchmark or to abate a shortfall. RECs counted are an input in the Equation for Attributable Emissions (Equation 2).

The Regulation (clauses 14 and 15) specifies which RECs may be counted towards the greenhouse gas benchmark and the limit on the number of RECs that may be counted.

You are required to provide:

- *RECs surrendered under the Renewable Energy (Electricity) Act*: This is the number of Renewable Energy Certificates which the Benchmark Participant has surrendered or offered to surrender under the Commonwealth *Renewable Energy (Electricity) Act 2000* for the Compliance Year.
- *Relevant acquisitions for use in ACT (MWh)*: This is the 'relevant acquisitions' of electricity purchased by the Benchmark Participant for use in the ACT in the Compliance Year. 'Relevant acquisitions' is in MWh and has the same meaning as in the Commonwealth *Renewable Energy (Electricity) Act 2000*. Note: 'Relevant acquisitions' does not have the same meaning as 'AEMO purchases'.

2(h) Equation 8: Total Electricity Sold Calculation

This section provides inputs that are used in Equation 8 of the Rule to calculate the Total Electricity Sold by Benchmark Participants. The Total Electricity Sold is not to include electricity supplied by Generating Systems that are not connected to the ACT Electricity Network.

You are required to provide:

- *Distribution Loss Factor (AEMO Purchases)*: This is the appropriate Distribution Loss Factor in Table 1 of Schedule A to the Rule, or, if neither Distribution Loss Factor is appropriate, a Distribution Loss Factor derived from the Distribution Loss Factors specified in Table 1 of Schedule A to the Rule.

For 2012, the Distribution Loss Factor for AEMO purchases for **high-voltage customers** is **1.0304**, and for **low-voltage customers** is **1.0508**.

- *Loss Factor (Generating System Purchases)*: For each of the Generating Systems (G) named in section 2(e) of the "Inputs" worksheet, one of the following Loss Factors must be inserted (depending on the location at which the Generating System is connected, as indicated below):
 - 1.0 for an Embedded Generating System connected at an end-user's site, or
 - the Distribution Loss Factor in Table 1 of Schedule A to the Rule applying at that location for a Generating System connected at the distribution system level but not connected at the end user's site, or
 - the Transmission Loss Factor in Table 3 multiplied by the Distribution Loss Factor in Table 1 of Schedule A to the Rule for Generating Systems connected to the transmission system.

Space for three Generating Systems is initially displayed in this section of the “Inputs” worksheet. Additional space for up to 20 Generating Systems is provided by clicking on the plus sign on the left of the screen just below Generating System 3 (G3). This will provide space for information to be provided for Generating System 4 (G4) to Generating System 20 (G20).

Note: Where a Benchmark Participant uses a Distribution Loss Factor that is not specified in Table 1 of Schedule A to the Rule, the Benchmark Participant must supply information supporting the use of the Distribution Loss Factor. This information must be examined as part of the independent audit of the inputs to the Statement and attached to the Statement when submitting to the Commission.

Details of surrendered certificates

The enhancements to the Greenhouse Gas Abatement Scheme Registry now enable Benchmark Participants to surrender abatement certificates on the ACT website.

Benchmark Participants are required to list each surrender transaction where NGACs are surrendered to the Commission. The transaction number is the unique number the Greenhouse Gas Abatement Registry allocates to each surrender action and is provided on the Registry ‘confirmation of surrender’ screen. For each transaction (NA) provide the transaction number and the number of NGACs surrendered in that transaction.

NSW Greenhouse Gas Abatement Scheme registry

Acknowledgement [? Help](#)

! Thank You. Your certificates have been successfully surrendered.

Certificate Type	Quantity	Transaction Number	Status
Carbon Sequestration	3,000	Sur0500033	Success
DSA	7,000	Sur0500034	Success
Generation	100,000	Sur0500035	Success

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2.4 Printing the Form

Information provided by the Benchmark Participant in the “Inputs” worksheet of the Statement is automatically pulled into the “Form” worksheets where calculations are performed. The information must be printed and this document submitted to the Commission.

Below is a brief description of each of the “Form” worksheets.

All of the “Form” worksheets are locked and Benchmark Participants cannot make changes to the cells in these worksheets.

“Form – Cover Page” worksheet

When printed this worksheet is the Cover Page for the Annual Greenhouse Gas Benchmark Statement that must be submitted to the Commission. The worksheet contains the name of the Benchmark Participant and the Compliance Year.

The cover page includes a checklist of items that should be attached to the Benchmark Statement.

The Participant should check-off each item included in the checklist, namely:

- if the Annual Benchmark Statement has been signed by the CEO (or equivalent) and a Board Member
- if an audit report is attached
- if a penalty is payable, that the payment is attached
- if an electronic copy of the Benchmark Statement has been sent to icrc@act.gov.au

“Form – 1(a), 1(b)” worksheet

This worksheet lays out the Benchmark Participant information and the details of the nominated contacts. The worksheet must be printed and inserted as page 2 of the Annual Greenhouse Gas Benchmark Statement.

“Form – 1(c)” worksheet

This worksheet indicates the class of the Benchmark Participant. At present, all ACT Benchmark Participants are retail suppliers (ie “Class 1 Benchmark Participants”). The worksheet must be printed and inserted as page 3 of the Annual Greenhouse Gas Benchmark Statement.

“Form – 2(a), 2(b)” worksheet

This part of the Statement calculates the Benchmark Participant’s Greenhouse Shortfall in accordance with the Rule. A greenhouse shortfall occurs when, after subtracting the Benchmark Participant’s greenhouse gas benchmark from the greenhouse gas emissions in the year for which the participant is responsible, the result is more than zero (sections 11(1) and (4) of the Act).

A Benchmark Participant has complied with its Greenhouse Gas Benchmark for a Compliance Year if its Greenhouse Shortfall is zero or less than zero. If a Participant’s Greenhouse Shortfall is more than zero, then the Benchmark Participant has failed to comply with its greenhouse gas benchmark, and it may be subject to a penalty as required by the penalty and shortfall allowance provisions under

the Act (sections 12 and 16). (See section 1.3 of this Guide for more information on assessment of liability for, and payment of, penalties.) This form includes an estimation of the penalty payable if a shortfall exceeding 10% of the Participant's Greenhouse Gas Benchmark is being carried forward to the next year. A penalty also applies if insufficient abatement certificates have been surrendered to offset a shortfall carried forward from the previous year. The spreadsheet does not automatically calculate the latter penalty and if this situation applies the Benchmark Participant must calculate the penalty manually.

A penalty is due on the same day as the Benchmark Statement. The Commission recommends that Benchmark Participants who believe a penalty may be payable contact it beforehand.

This worksheet lays out the figures used in Equation 1 of the Rule to calculate the Greenhouse Shortfall as well as the figures used in Equation 2 of the Rule to calculate Attributable Emissions. In 2(a) the total Greenhouse Shortfall is highlighted and the inputs to the equation are displayed. In accordance with Equation 1 of the Rule, the Greenhouse Shortfall is equal to zero where the Greenhouse Shortfall is calculated as \leq zero. The Spreadsheet gives a message "Negative Greenhouse Shortfall" where the Greenhouse Shortfall has been calculated as less than zero and where more than the required number of certificates have been surrendered. The Rule indicates that where the Greenhouse Shortfall is less than or equal to zero, the Greenhouse Shortfall is deemed to be zero.

A shaded box on the upper right hand side of the page displays, for information only, the total number of abatement certificates required for a zero shortfall. This figure is made up of the abatement certificates required to meet the current Compliance Year's obligation plus abatement certificates required to offset any shortfall carried forward from the previous year. It assumes no shortfall is carried forward to the next year and takes into account any RECs that have been counted. The information in the shaded box is included to help Benchmark Participants using the spreadsheet to estimate the number of abatement certificates to surrender.

In 2(b) the total Attributable Emissions is highlighted and the inputs to the equation are displayed.

A shaded box on page 5 displays the details of abatement certificates surrendered.

The worksheet must be printed and inserted as pages 4 and 5 of the Annual Greenhouse Gas Benchmark Statement.

"Form – 2(c), 2(d)" worksheet

This worksheet lays out the figures used in Equation 3 of the Rule to calculate the Benchmark Participant's Greenhouse Gas Benchmark as well as the figures used to calculate Total Electricity Purchased. In 2(c) the Greenhouse Gas Benchmark is highlighted and the inputs to the equation are displayed. In 2(d) the Total Electricity Purchased is highlighted and the inputs to the equation are displayed.

The worksheet must be printed and inserted as pages 6 and 7 of the Annual Greenhouse Gas Benchmark Statement.

“Form – 2(e)” worksheet

This worksheet lays out the figures used in Equation 5 of the Rule to calculate the Total Deemed Generator Purchases. In 2(e) the Total Deemed Generator Purchases is highlighted and the inputs to the equation are displayed, including details of up to 20 Generating Systems (G). The worksheet must be printed and inserted as page 8 of the Annual Greenhouse Gas Benchmark Statement.

“Form – 2(g)” worksheet

This worksheet lays out the figures used to calculate the number of the Benchmark Participant’s RECs Counted. The number of RECs Counted is highlighted and the inputs to the calculation are displayed.

The worksheet must be printed and inserted as pages 9 and 10 of the Annual Greenhouse Gas Benchmark Statement.

“Form – 2(h)” worksheet

This worksheet lays out the figures used to calculate the Benchmark Participant’s Total Electricity Sold. The Total Electricity Sold is highlighted and the inputs to the equation are displayed, including the details of up to 20 Generating Systems.

The worksheet must be printed and inserted as pages 11 and 12 of the Annual Greenhouse Gas Benchmark Statement.

“Form – 2(i)” worksheet

This worksheet lays out the key factors that have been used in the calculations. These key factors are provided by the Commission and are included to ensure that the printed document contains all relevant assumptions.

The worksheet must be printed and inserted as page 13 of the Annual Greenhouse Gas Benchmark Statement.

“Form – Declaration” worksheet

This worksheet contains the Declaration and space for signatures. The Benchmark Participant must declare that:

- *all information provided by the Participant is correct and not misleading or deceptive by inclusion or omission, and*
- *where estimates or indicative values have been provided by the Participant, that these are based on the best available data and methods.*

As the Greenhouse Gas Abatement Scheme operates in the ACT and NSW, the Benchmark Participant consents to the Commission and IPART exchanging and disclosing to each other information relating to the Participant’s compliance with the Scheme.

The worksheet must be printed and inserted as page 14 of the Annual Greenhouse Gas Benchmark Statement.

The Declaration must be signed by the Chief Executive Officer (or equivalent) **and** Chairman of the Board (or a duly authorised Board member) of the Benchmark Participant.

3 Benchmark Participants that have not Supplied Electricity

3.1 Compliance Process for Benchmark Participants that have not Supplied Electricity

ACT Benchmark Participants that have not supplied electricity in the ACT during the 2012 Compliance Year can lodge with the Commission a declaration in the form of the “Annual Greenhouse Gas Benchmark Statement – Form 2” (attached), instead of completing the Excel spreadsheet which is the companion to this Guide. The “Annual Greenhouse Gas Benchmark Statement – Form 2” must be lodged with the Commission **by 30 September 2012**.

Benchmark Participants that have not supplied electricity in the ACT during the compliance year who are completing the “Annual Greenhouse Gas Benchmark Statement - Form 2” declaration do not need to have that declaration audited.

The Benchmark Participant’s Chief Executive Officer must sign the “Annual Greenhouse Gas Benchmark Statement - Form 2”.

ACT Greenhouse Gas Abatement Scheme

Annual Greenhouse Gas Benchmark Statement – Form 2

This form may only be used by a retail supplier (“Class 1 Benchmark Participant”) that has not supplied electricity in the ACT during the 2012 Compliance Year of this Statement

Compliance Year : 2012

Benchmark Participant information

Company:

ABN :

Postal Address:

Contact Person:

Contact phone number:

Contact email:

Declaration - Greenhouse gas information

I make the following declaration for and on behalf of the company identified above:

- 1) the total electricity supplied in the ACT by the company in the 2012 Compliance Year is zero;
- 2) the company assesses its greenhouse gas benchmark for the Compliance Year to be zero and, as a consequence:
 - a) assesses that it has no liability for a greenhouse penalty in respect of the Compliance Year;
 - b) no abatement certificates are sought to be surrendered or renewable energy certificates sought to be counted for the Compliance Year; and
- 3) the company has not carried forward a greenhouse shortfall from the previous Compliance Year and has no liability for a greenhouse penalty payable in respect of a shortfall carried forward.

Note: This declaration must be signed and completed by the Chief Executive Officer (or equivalent) of the company. The Commission does not require this declaration to be audited.

Signed

Name

Position

Date

4 Contact Details

Please direct any enquiries regarding the Statement to:

Chief Executive Officer
Independent Competition and Regulatory Commission

Phone Number:
(02) 6207 6172

Fax Number:
(02) 6207 5887

To lodge the Benchmark Statement:

Postal Address:
Independent Competition and Regulatory Commission
PO Box 161
Civic Square ACT 2608

Email Address:
icrc@act.gov.au