# Conflict of Interest Declaration

Project-Based Activities – Benchmark Rating

#### Version 1.1 – 11 December 2018

### Who must complete this form?

The declaration of conflict of interest must be completed by the accredited person (AP) undertaking the project-based activity (PBA) benchmark rating project and the accredited assessor for the approved benchmark administrator who has performed the benchmark rating assessment used for the PBA benchmark rating project. A conflict of interest declaration must be provided for every rating report used to calculate abatement in a PBA benchmark rating project. If this declaration is being provided with the first impact report and a different accredited assessor completed the baseline and first reporting period rating reports, then two Conflict of Interest Declaration forms must be provided.

These undertakings are given to the Essential Services Commission by:

the AP:

|  |  |
| --- | --- |
| [Name] | [Organisation name] |
| [Address] | ABN (if applicable) |
| [Contact telephone number] | [Contact email address] |

the accredited assessor:

|  |  |
| --- | --- |
| [Name] | [Organisation name] |
| [Address] | ABN (if applicable) |
| [Contact telephone number] | [Contact email address] |

### PBA benchmark rating project and accredited assessor’s rating reports

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * 1. Name of PBA | Click here to enter text. | | | |
| * 1. Declaration of rating reports which were completed by the accredited assessor | | | | |
| Did the accredited assessor specified on this form complete the baseline rating report? | | | Yes | No |
| Which reporting period rating report does this form relate to? | | Choose an item. | | |

### Identification of a conflict of interest risk

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. At any time past or present, has the accredited assessor that completed the rating assessment(s) in section 2.2 also been involved in this project as the AP, site owner, energy consumer, or in any other capacity? | | | | | | | Yes | | | No |
|  | If ***Yes***, please select which of the following are applicable (tick all relevant boxes): | | | | | | | | | |
|  | Energy consumer |  | Site owner | |  | AP | |  |  | |
|  | Other |  |  | | | | | | | |
|  | If ***Other***, please provide details | | | Click here to enter text. | | | | | | |
| * 1. At the time of signing this letter, is the AP or the accredited assessor aware of any other perceived or real conflicts of interest in relation to the proposed PBA benchmark rating project? | | | | | | | Yes | | | No |

### Details and management of conflict of interest by the accredited assessor

|  |  |  |
| --- | --- | --- |
| * 1. List any conflicts of interest, or potential conflicts of interest, that you (the accredited assessor) have already identified (whether perceived or real). | | |
|  | Provide a ***list*** describing any conflicts of interest, or potential conflicts of interest, that you have already identified (whether perceived or real) | | |
| * 1. Describe the procedures you (the accredited assessor) have in place to ensure there are no conflicts of interest when working on this project (or attach a document). | | |
|  | | Provide a ***statement*** describing procedures you have in place to ensure there are no conflicts of interest, or potential conflicts of interest (whether perceived or real). |

### Undertakings

* 1. The AP and the accredited assessor who has completed the rating reports as referred to in Section 2.2 of this form undertake to declare to the commission any situation where:
     1. the accredited assessor is not capable of exercising objective and impartial judgement when conducting a rating assessment, including but not limited to, situations where data may be manipulated with the aim of increasing the VEEC claim
     2. a reasonable person, with full knowledge of all relevant facts and circumstances, would conclude that there is a real risk that the accredited assessor would not be capable of exercising objective and impartial judgement when conducting the rating, including but not limited to, situations where data may be manipulated with the aim of increasing the VEEC claim.
  2. The AP and accredited assessor undertake to inform the commission as soon as reasonably practicable after they become aware of any conflicts of interest in relation to the proposed PBA benchmark rating project.
  3. The AP and accredited assessor undertake to avoid conflicts, including conflicts of interest, in relation to any proposed work as an accredited assessor for the purpose of creating certificates under the VEU program.

By signing this form, you declare that you are authorised to act on behalf of the relevant organisation.

Signed for and on behalf of:

*The AP:*

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Title |  |
| Company name |  |
|  |  | Signature |
| In the presence of |  |  |
| Witness name |  |  |
|  |
|  |
| Witness name |  | Witness signature |
| Dated: DD/MM/YY |  |  |

*The accredited assessor:*

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Title |  |
| Company name |  |
|  |  | Signature |
| In the presence of |  |  |
| Witness name |  |  |
|  |
|  |
| Witness name |  | Witness signature |
| Dated: DD/MM/YY |  |  |