

REES BULLETIN NO. 17 INSTALLATION OF STANDBY POWER CONTROLLER ACTIVITIES (SPCS) IN A HOUSEHOLD WHERE THE OCCUPANT HAS CHANGED

REESB17/1

April 2014



Key Messages:

- ▲ The Commission will accept data files that contain addresses where standby power controllers have previously been reported to the Commission, provided that it can be demonstrated that the occupants have changed and the data file is accompanied by a signed declaration from the obliged retailer.
- ▲ The declaration must be signed by the person who signs the responsibility statement accompanying the data file and must contain the wording specified in this bulletin.
- ▲ The declaration must be provided on submission of the associated data files and does not guarantee that the reported standby power controller activity will be accepted as compliant at the end of year compliance assessments.

This Residential Energy Efficiency Scheme (REES) Bulletin provides further explanation of the minimum specification for Install Standby Power Controllers (Audio Visual and Information Technology). In particular, this bulletin outlines how obliged retailers can demonstrate that the occupants of a premises have changed for the purposes of point 4 of the specifications.

Point 4 of the minimum specifications for Install Standby Power Controllers states:

“(4) Where it can be demonstrated that the occupants have changed at a premises where standby power controllers were installed for the purposes of REES, a maximum of 4 further standby power controllers (IT and AV) may be installed at that premises.”

For the avoidance of doubt, this point refers to situations where:

- ▲ SPCs have been installed previously at an address.
- ▲ A service provider identifies that the resident will benefit from installation of SPCs.
- ▲ There is proof of change in occupancy at the address since the previous SPC installation.

Where all three of these are met, an obliged retailer can report subsequent SPC installations at an address, if the REES data file is accompanied by a declaration stating the following:

“After due enquiry, I, the undersigned, declare that:

In my opinion, the addresses of households that have been reported to the Commission in the following data file/s and listed below have changed occupants and the current occupants have not previously had standby power controllers installed for the purposes of the Residential Energy Efficiency Scheme at the nominated address.

| Name of current occupant | Phone number of current occupant | Name of file (text file) | Line number (within text file) | Address of current occupant | Length of current occupancy⁽¹⁾ |
|---------------------------------|---|---------------------------------|---------------------------------------|------------------------------------|--|
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Notes: (1) - State clearly whether months or years. A 'best estimate' is required.

[Insert name of obliged retailer] has in its possession or control records that will verify the information above and which will be made available to the Commission upon request.

Signed: _____

Name: _____

Position: _____

Dated: _____ ”

The declaration must be signed by the same person who signs the responsibility statement that accompanies the data file.

A completed declaration does not guarantee that the reported standby power controller activity will be accepted as compliant at the end of year compliance assessments. The Commission will undertake audits of declarations submitted, and if found that the occupant has not changed, the data file will be removed from the REES System and the obliged retailer will be asked to re-submit the file without the non-compliant data line.

Obliged retailers must retain evidence from the householder demonstrating the length of their occupancy. Evidence may consist of a signed statement from the householder on the activity form, a voice recording etc.

Obliged retailers must fully utilise the REES Retailer File Validation System (REES-R) prior to undertaking and submitting REES activities to the Commission. The declaration can only be provided at the time the data is reported to the Commission.

The Commission expects each obliged retailer to have robust systems and processes in place to ensure compliance with the REES activity minimum specifications.

This bulletin only applies to SPC activities undertaken after 27 February 2014.

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