

REES BULLETIN NO. 14 CONDUCT OF ENERGY AUDITS IN A HOUSEHOLD WHERE THE OCCUPANT HAS CHANGED

REESB14/2

March 2015



Key Messages:

- ▲ The Commission will accept reports of subsequent Energy Audits at an addresses where Energy Audits have previously been reported to the Commission, provided that it can be demonstrated that the occupants at that address have changed.
- ▲ The Energy Audit must be identified with an ‘occupant’ declaration in the REES-R reporting template and the obliged retailer must provide a signed declaration relating to those energy audit/s.
- ▲ Obligated retailers are encouraged to provide signed declarations to the Commission on a quarterly basis (or more frequently).
- ▲ REES-R users can extract a ‘Pending’ data report from REES-R to assist provision of declarations to the Commission.
- ▲ The declaration must be signed by the senior officer nominated under clause 5.1.3 (i) of the REES Code.

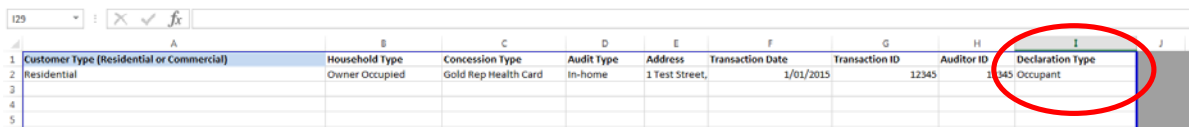
This Retailer Energy Efficiency Scheme (REES) Bulletin provides further explanation of the minimum specification for an Energy Audit¹ as established by the Minister for Mineral Resources and Energy. In particular, this Bulletin provides clarification on how REES obliged retailers can demonstrate that the occupants of a premises have changed for the purposes of point 7 of the specification.

Point 7 of the minimum specification for Energy Audits states:

“(7) Only one audit may be conducted per premises, unless it is demonstrated that the occupants of that premises have changed.”

In cases where an Energy Audit has already been reported by an obliged retailer at an address and the occupants of that premises have since changed, the Commission will require the obliged retailer reporting the subsequent Energy Audit to identify the energy audit with an ‘occupant’ declaration in the REES-R reporting template and provide a signed declaration relating to those energy audit/s.

See below for how to identify an ‘occupant’ declaration in a REES-R reporting template. Where a change of occupant situation or other declaration type does not apply, this cell should be left blank.



	A	B	C	D	E	F	G	H	I	J
1	Customer Type (Residential or Commercial)	Household Type	Concession Type	Audit Type	Address	Transaction Date	Transaction ID	Auditor ID	Declaration Type	
2	Residential	Owner Occupied	Gold Rep Health Card	In-home	1 Test Street,	1/01/2015	12345	12345	Occupant	
3										
4										
5										

¹ SA Government Gazette, 18 December 2014, http://www.governmentgazette.sa.gov.au/2014/december/2014_090.pdf

A signed declaration must also be provided to the Commission. The declaration must be signed by the senior officer nominated under clause 5.1.3 (i) of the REES Code and must state the following:

“After due inquiry, 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 had an Energy Audit provided for the purposes of the Retailer Energy Efficiency Scheme at the nominated address.

Name of current occupant	Phone number of current occupant	Name of file (excel file)	Line number (within excel file)	Address of current occupant	Length of current occupancy⁽¹⁾

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: _____”

A completed declaration does not guarantee that the reported Energy Audit would be accepted as compliant. The Commission will undertake audits in relation to declarations submitted, and in the case that it is found that the occupant has not changed, the energy audit in question will be rejected by the Commission.

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

Provision of signed declarations to the Commission

Data lines with a declaration can be lodged in the REES-R, but cannot be submitted towards an annual target by an obliged retailer until an appropriate signed declaration has been received and assessed by the Commission. These data lines will be categorised as ‘pending’ in REES-R until the Commission has received and assessed the applicable signed declaration. Obligated retailers are encouraged to provide signed declarations to the Commission on a quarterly basis (or more frequently) to allow for ongoing assessment of those declarations.

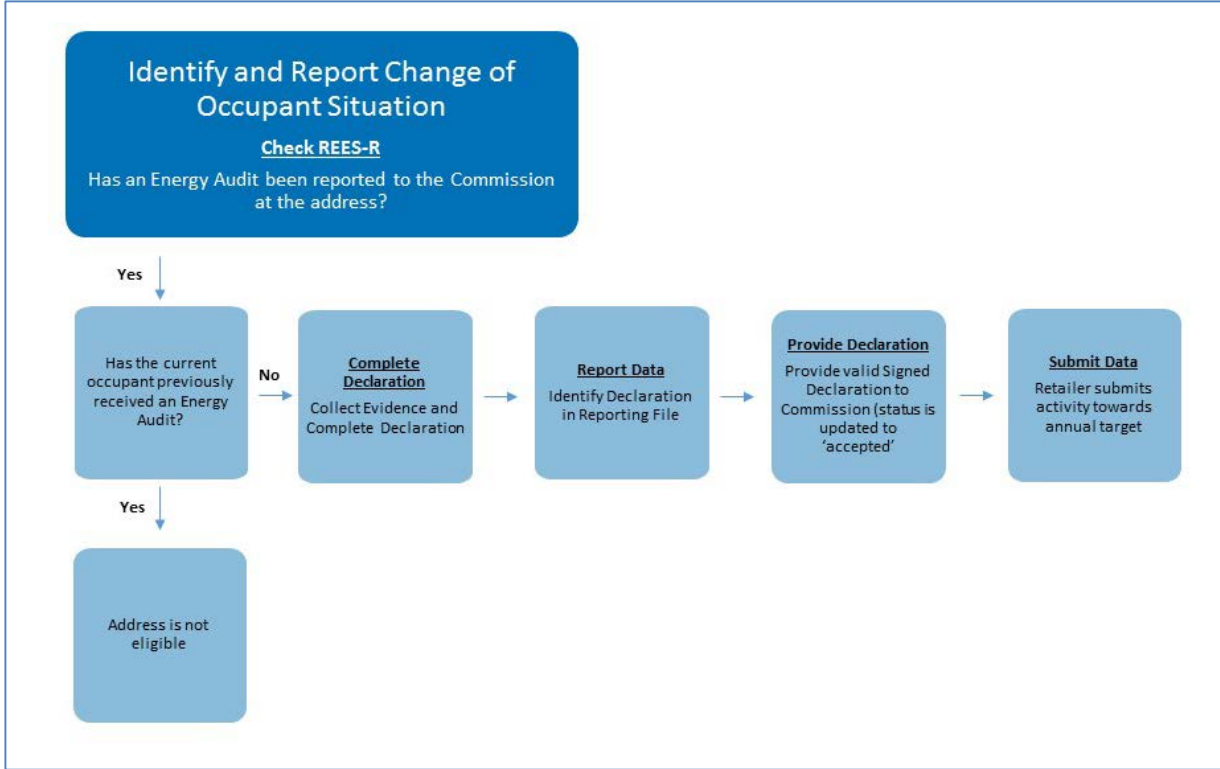
To create a report of ‘Pending’ data in REES-R to accompany the signed declaration, the user should navigate to Reporting – Transaction Reporting using the REES-R menu and set the ‘Status’ report

parameter to 'Pending'. Set the 'Type' and time period for you wish to report on. Export the report to an Excel spreadsheet by selecting the 'Export' button.

A separate signed declaration must be provided for each declaration type (Address, Occupant etc). This can be done by setting a filter on the spreadsheet and creating a worksheet for each declaration type.

In accordance with clause 5.4.4 of the REES Code, the Commission will reject any data where an appropriate signed declaration has not been received within 20 business days after the end of a REES year.

The Commission expects each obliged retailer to have sufficiently robust systems and processes in place to ensure an adequate level of internal assurance of compliance with the Energy Audit specification at the time they are reported to the Commission.



This Bulletin only applies to Energy Audits undertaken from 1 January 2015.

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