BULLETIN

REES BULLETIN NO. 7
HOUSEHOLD ADDRESSES WITHOUT A DELIVERY POINT IDENTIFIER

REESB7/4

March 2015

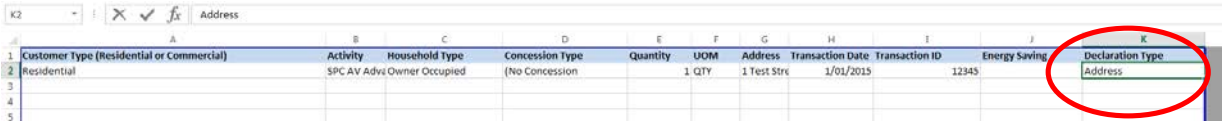
Key Messages:

- The Commission will accept data relating to addresses that have no DPID provided that, where no DPID exists for that household/business, the data line is identified with an 'address' declaration in the REES-R reporting template and a signed declaration relating to those addresses is provided by the obliged retailer.
- Obliged 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 and must contain the wording specified above.

Obliged retailers must provide a legitimate address for every Energy Efficiency Activity and Energy Audit undertaken and reported to the Commission for the purposes of the Retailer Energy Efficiency Scheme ("**REES**"). The reporting system established by the Commission under the REES Code requires obliged retailers to record legitimate addresses by reference to a Delivery Point Identifier ("DPID") issued by Australia Post.

In cases where an address does not have a DPID, the Commission will accept data files that contain addresses that have no DPID provided that the data line is identified with an 'address' declaration in the REES-R reporting template and a signed declaration relating to those addresses is provided by the obliged retailer.

See below for how to identify an 'address' declaration in a REES-R reporting template. Where a no DPID address situation or other declaration type does not apply, this cell should be left blank.



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:*

1. *in my opinion, the addresses that have been reported in the following data file/s with no Delivery Point Identifier ("DPID") are legitimate households/businesses in which Energy Efficiency Activities or Energy Audits were undertaken for the purposes of the Retailer Energy Efficiency Scheme and no DPID exists.*
2. *[Insert name of file]*
3. *[Insert line number of error and address]*
4. ***[insert name of obliged retailer]** has in its possession or control records that sufficiently evidence that Energy Efficiency Activities or Energy Audits were undertaken in each household/business reported with no existing DPID, which will be made available to the Commission upon request.*

Signed: _____

Name: _____

Position: _____

Dated: _____"

Provision of signed declarations to the Commission

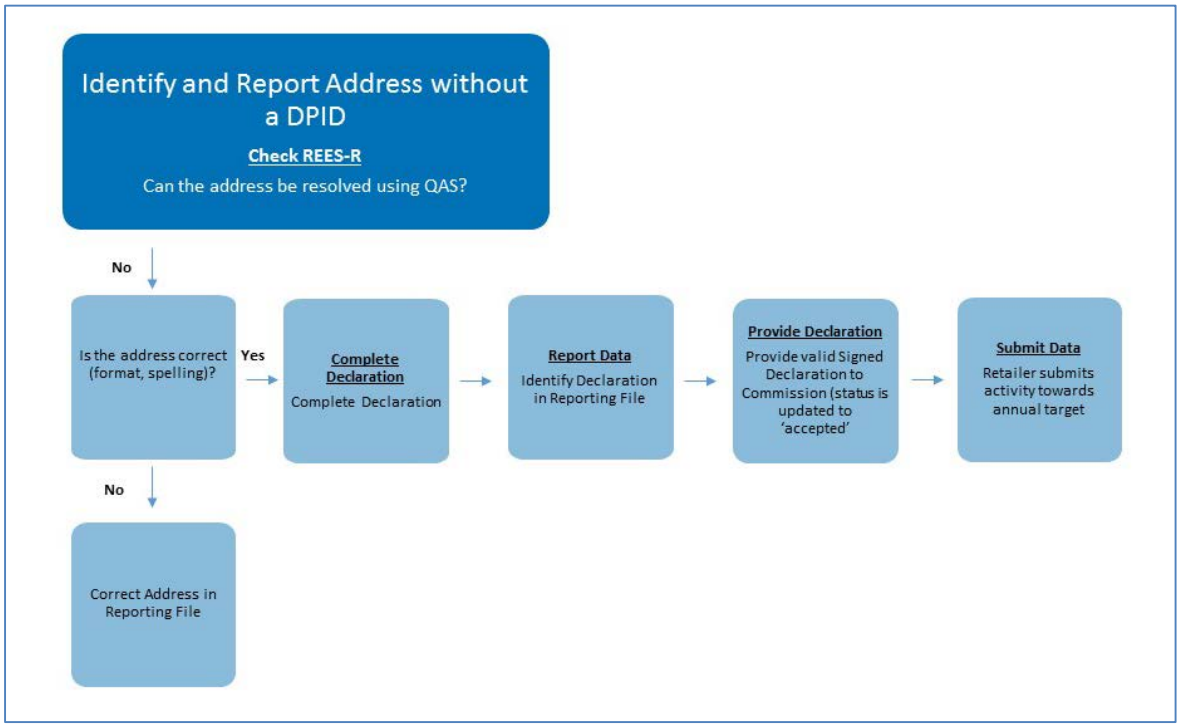
Data lines with a declaration can be lodged in the REES-R, but cannot be submitted towards an annual target by an obliged retailer until an appropriate signed declaration has been received and assessed by the Commission. These data lines will be categorised as 'pending' in REES-R until the Commission has received and assessed the applicable signed declaration. Obliged 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.

Obliged retailers should note that the declaration will not cover addresses in which the DPID has been reported to the Commission in error or reported incorrectly. In those circumstances, the Commission will reject the data line and the relevant Energy Efficiency Activities or Energy Audits can be re lodged in the REES-R in the correct format.



This Bulletin applies to Energy Efficiency Activities and Energy Audits undertaken from 1 January 2015.

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