

# Victorian Energy Upgrades Public Forum

Friday 13 October 2017



# Victorian Energy Upgrades Public Forum

**Welcome**

**John Hamill**

CEO, Essential Services Commission

# Victorian Energy Upgrades Public Forum

## Introduction

**Jeff Cefai**

Director VEET, Essential Services Commission

# Victorian Energy Upgrades Public Forum



## Agenda

9:30	Welcome	<b>John Hamill</b> , CEO Essential Services Commission
9:35	Introduction – Today's forum	<b>Jeff Cefai</b> , Director VEET Essential Services Commission
9:40	Policy update	<b>Emma Jacobs</b> , Manager, Victorian Energy Upgrades Department of Environment, Land, Water & Planning
09:55	Scheme update	<b>Jeff Cefai</b> , Director VEET Essential Services Commission
10:00	Registry and Accreditation	<b>Kate Keating</b> , Manager, Registry and Accreditations, VEET
10:10	Technical Services Group	<b>Gabrielle Henry</b> , Manager, Technical Services Group, VEET
10:20	Audit and Compliance	<b>Luli Zyka</b> , Manager, Audit & Compliance, VEET
10:30	Planning and Development	<b>Jack Brown</b> , Policy Supervisor, Planning and Development, VEET
10:40	General Q&A session (sli.do)	Moderator – Ben Curnow
10:50	Morning tea break	

<b>11:10</b>	Project-Based Activities - Workshop	<b>Andy Sharp</b> , Manager, Project-based activities, VEET
<b>Ongoing</b>	PBA Q&A session (sli.do)	Moderator - Ben Curnow
<b>12:00</b>	DELWP Discount factor consultation	<b>Emma Jacobs</b> , Manager, Victorian Energy Upgrades Department of Environment, Land, Water & Planning
<b>Ongoing</b>	Discount factor Q&A session (sli.do)	Moderator - Ben Curnow
<b>12:30</b>	Other projects – Workshop	<b>Geoff Lamb</b> , Policy Officer, Planning and Development, VEET <b>Jack Brown</b> , Policy Supervisor, Planning and Development, VEET <b>John Henry</b> , Legal and Technical Advisor, VEET
<b>12:50</b>	General Q&A session (sli.do)	Moderator - Ben Curnow
<b>13:05</b>	Concluding remarks	<b>Jeff Cefai</b> , Director VEET
<b>13:10</b>	Lunch	
<b>13:30</b>	Close	

# Victorian Energy Upgrades Public Forum



## Slido

How to:

1. Please take out your smartphones and connect to the WIFI
  - I. WIFI Username: Telstra69A47D\_5G
  - II. WIFI Password: 4BC00399E9
2. Open the web browser
3. Go to [www.slido.com](https://www.slido.com) and enter the event code "VEU"
4. You will now be able to type in your questions and like 👍 questions you feel should be prioritised

# Policy Update

Emma Jacobs – Victorian Energy Upgrades Manager  
Department of Environment, Land, Water and Planning



# Agenda

1. Introduction to the department
2. Victorian Government programs
  1. Boosting Business Productivity
  2. Victorian Residential Efficiency Scorecard
3. Updates to Victorian Energy Upgrades
  1. Measurement and verification
  2. New brand
4. Upcoming changes
  1. Schedule 34
  2. Sunsetting of regulations



# Introduction to the department

- Victorian Government
  - Committed to help drive energy efficiency
  - Initiatives include Victorian Energy Upgrades, Boosting Business Productivity, and the Victorian Residential Efficiency Scorecard
- The Department of Environment, Land, Water and Planning works to develop a secure and sustainable energy future
  - Victorian Energy Upgrades team manages changes to the Victorian Energy Efficiency Target (VEET) legislation and regulations
- Sustainability Victoria facilitates and promotes environmental sustainability in the use of resources, including delivering some energy efficiency programs for businesses and households

# Boosting Business Productivity

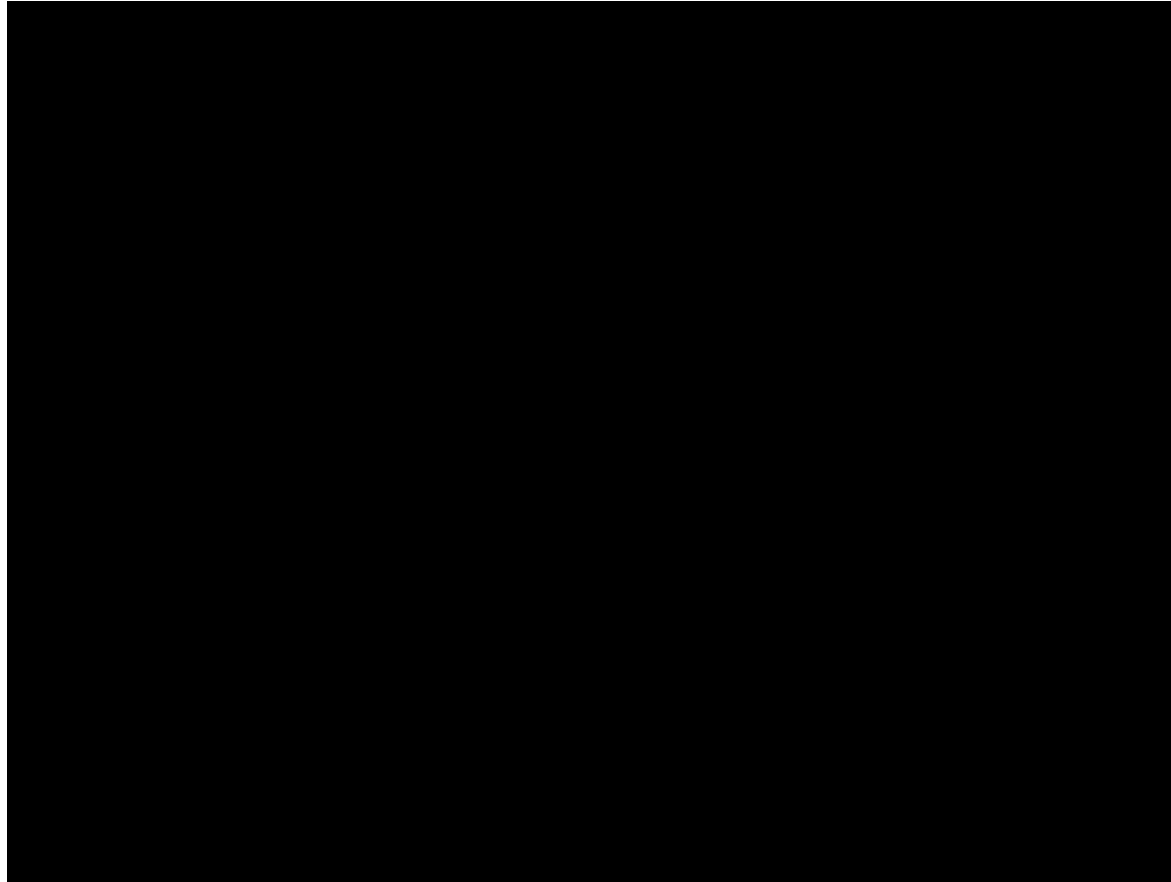
- \$6.1 million program to support businesses
- Program includes:
  - Gas efficiency grants
  - Energy assessment grants
  - Materials efficiency grants
  - Gas efficiency masterclasses
  - Free sustainable finance service
  - Case studies and tips for energy efficiency
- To learn more about the program, please visit:

**[www.sustainability.vic.gov.au/services-and-advice/  
business/energy-and-materials-efficiency-for-business/  
boosting-productivity](http://www.sustainability.vic.gov.au/services-and-advice/business/energy-and-materials-efficiency-for-business/boosting-productivity)**



# Victorian Residential Efficiency Scorecard

<https://youtu.be/TSaD-plFLkl>

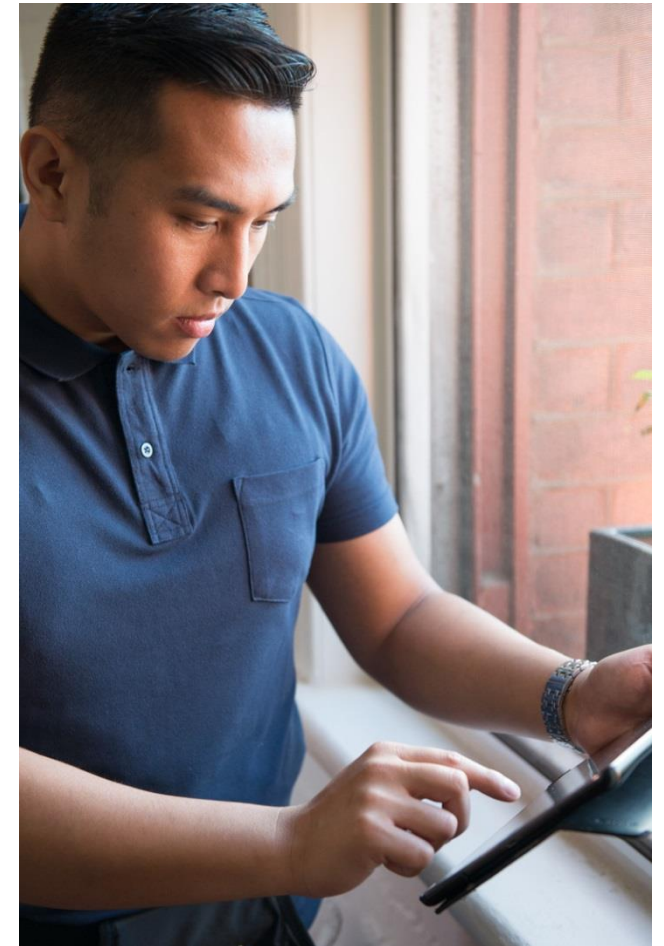


# Victorian Residential Efficiency Scorecard

## Would you like to be a Scorecard assessor?

- If you have skills and experience in household sustainability assessments, you can apply to become an accredited Scorecard assessor
- If you apply by **31 October 2017** and meet requirements, the department will ensure that you are ready to deliver assessments in April 2018
- To get more information about the application process, [visit the Scorecard website](http://www.victorianenergysaver.vic.gov.au/scorecard/want-to-deliver-assessments/assessor-accreditation)

**[www.victorianenergysaver.vic.gov.au/ scorecard/want-to-deliver-assessments/assessor-accreditation](http://www.victorianenergysaver.vic.gov.au/scorecard/want-to-deliver-assessments/assessor-accreditation)**



Victorian Residential  
Efficiency Scorecard 12  
STAR RATING

# Victorian Residential Efficiency Scorecard

- There are possibilities for integration to strengthen both Scorecard and Victorian Energy Upgrades
- A workshop will be held in late November/early December to evaluate preliminary options



# Measurement and verification method

- Measurement and verification (M&V) introduced in June 2017
- Technology neutral method
- Energy use is measured before and after an upgrade, to estimate savings over time
- We will publish materials to support business in implementing M&V
- A workshop on M&V will be held later today



# New brand

- From 1 August, the Victorian Energy Efficiency Target was re-branded to Victorian Energy Upgrades
- To promote the program, an updated website and collaterals were released
- To view these materials please visit:

**[www.victorianenergysaver.vic.gov.au/victorian-energy-upgrades](http://www.victorianenergysaver.vic.gov.au/victorian-energy-upgrades)**



# Schedule 34

- Commercial Lighting Upgrades
  - A discount factor will be implemented on Schedule 34
  - Consultation on the discount factor will be open from 25 Sep 2017 to 01 Nov 2017
  - The proposed changes will be covered later today





# Sunsetting of regulations

- The Victorian Energy Efficiency Target Regulations 2008 will sunset in December 2018
- We will remake these regulations, and they will be designed to be more adaptable while still providing low cost emissions reductions
- Victorian Energy Upgrades will continue without major changes
- A consultation document will be published early next year

To receive future policy updates about Victorian Energy Upgrades, please register at:

[www.energy.vic.gov.au/energy-efficiency/victorian-energy-upgrades](http://www.energy.vic.gov.au/energy-efficiency/victorian-energy-upgrades)

# Victorian Energy Upgrades Public Forum



## Scheme Update

**Jeff Cefai**

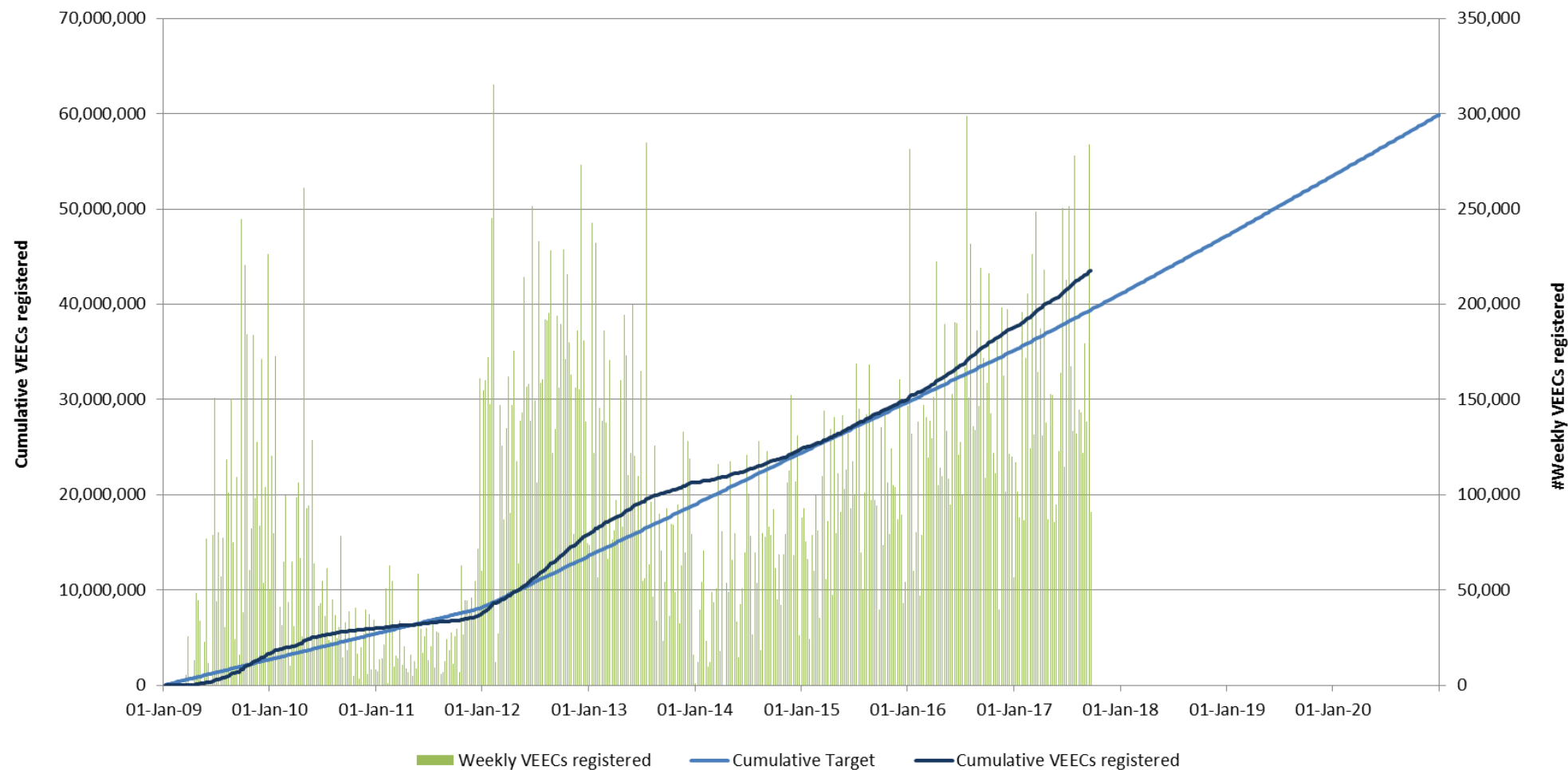
Director VEET, Essential Services Commission

# Scheme Update



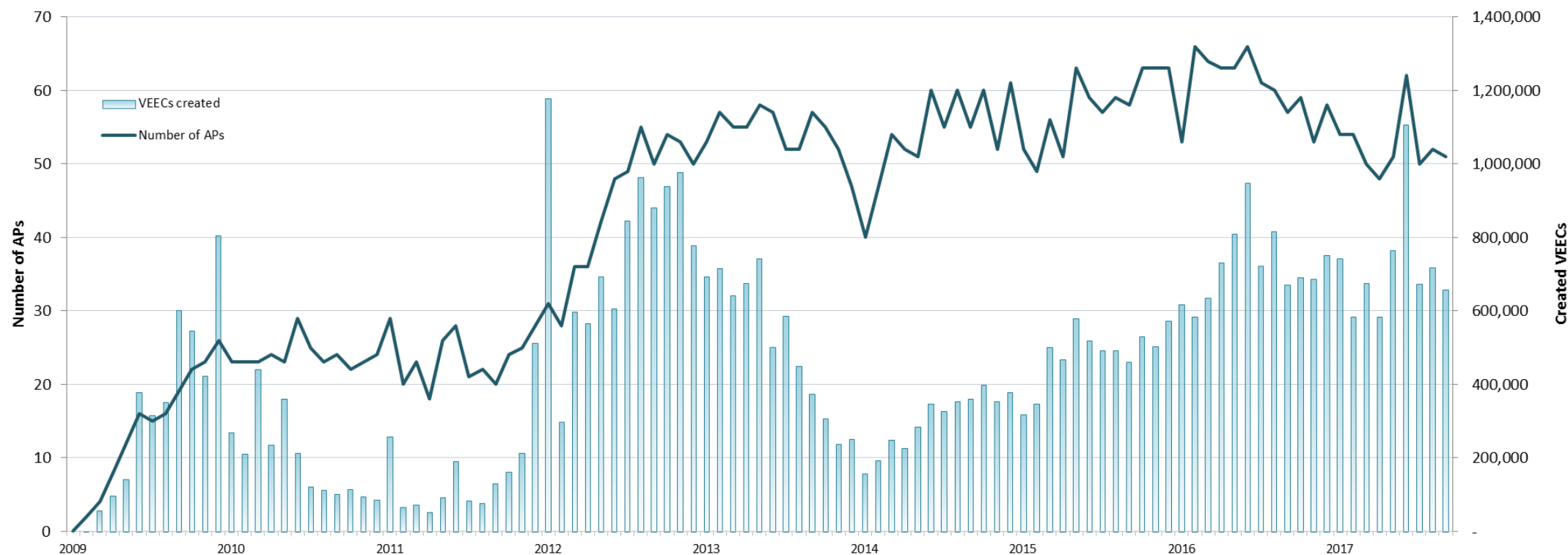
Metric	Year To Date	Total
	Jan 2017 - 02 Oct 2017	2009 - 02 Oct 2017
VEECs Registered	6,093,932	43,548,539
Currently available Registered VEECs	8,040,089	n/a
Accounts approved	67	1,828
Accounts accredited	14	206
Installations	105,704	3,637,803
Products approved	1,706	10,981

# Scheme Update – VEECs



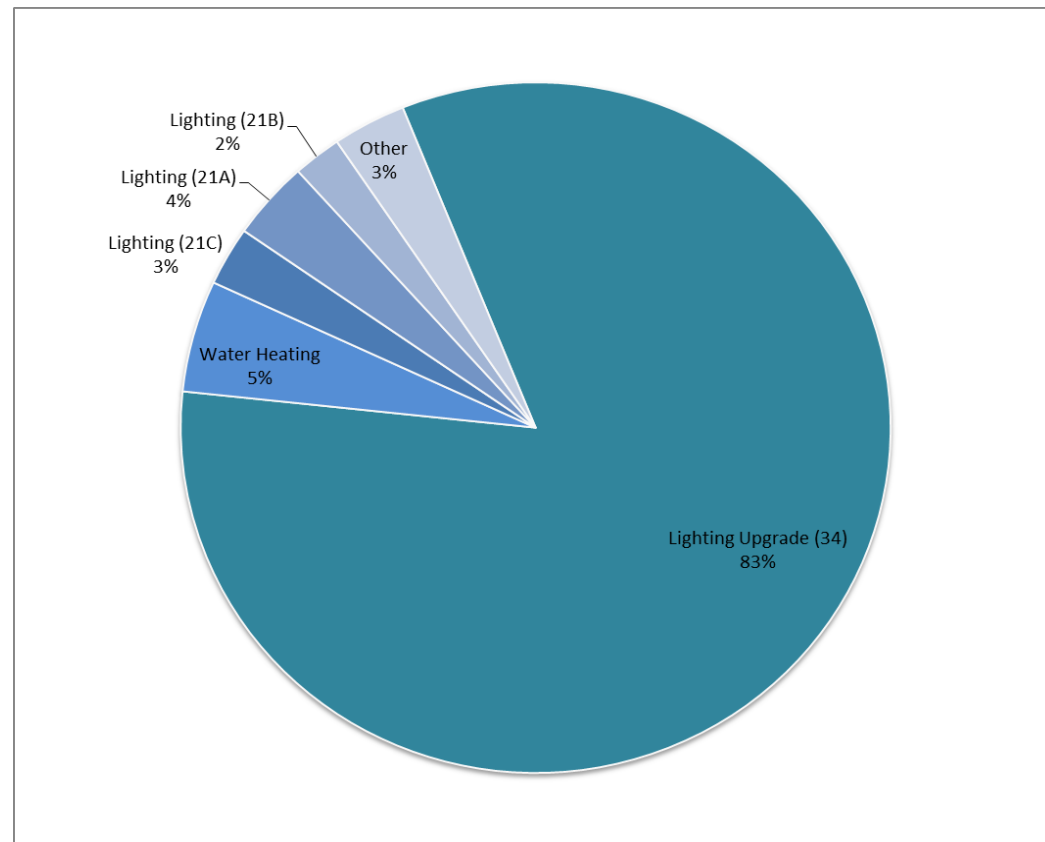
# Scheme Update - VEECs

Participating APs



# VEECs by activity

January - September 2017

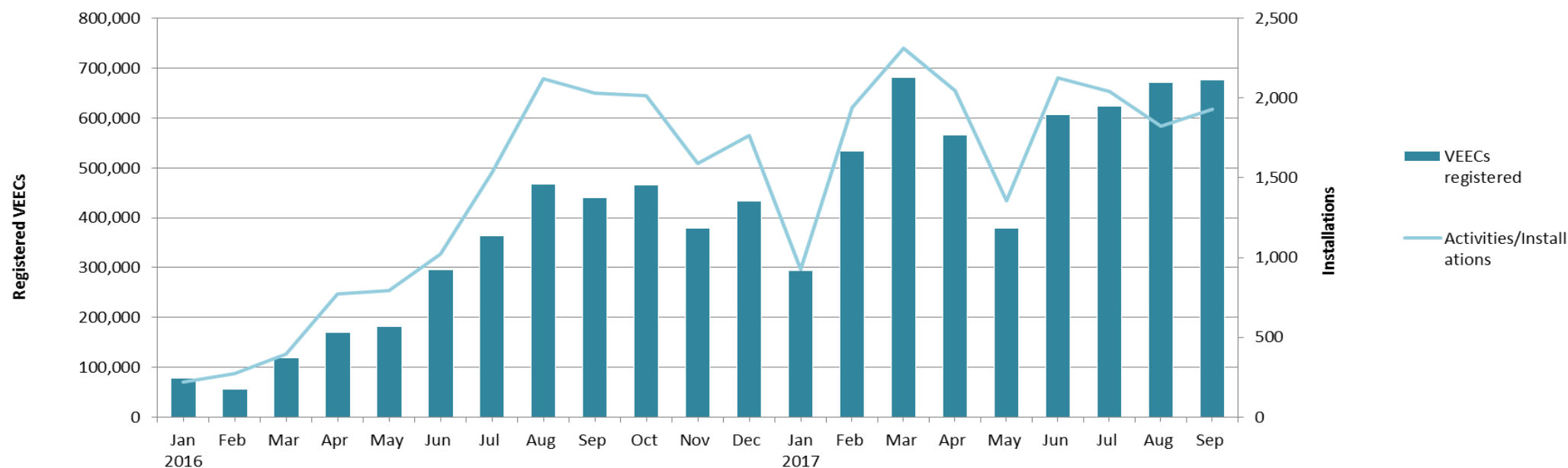


	2017 (YTD)	2016	2015
Lighting Upgrade (34)	5,051,550	3,443,950	290,768
Water Heating	318,991	271,471	186,644
Lighting (21C)	167,982	2,378,780	3,860,935
Lighting (21A)	224,006	500,968	334,111
Lighting (21B)	134,964	305,390	570
Lighting (21E)	49,686	259,995	-
In-Home Displays	8,678	38,383	22,955
Lighting (21D)	17,034	131,017	148,428
Fridge Destruction	33,633	40,473	56,943
Shower Rose	20,058	75,954	74,394
HE Fridges and Freezers	41,893	1,292	47
HE Television	5,001	48,963	41,568
Space Heating	19,799	43,506	66,458
Weather Sealing	5,364	23,697	32,846
Standby Power Controller	2,720	10,065	8,286
HE Ducted Gas Heater	323	355	679
Replacement of Gas Heating Ductwork	34	180	221
HE Clothes Dryer	52	170	27
<b>Total</b>	<b>6,101,768</b>	<b>7,574,609</b>	<b>5,125,880</b>

# VEECs by activity

## Lighting upgrade – Schedule 34

Lighting Upgrade – Schedule 34





# Registry and accreditations

**Kate Keating**  
Manager, Registry and Accreditations





# Agenda

- VEET support
- Accreditations update
- Validations update
- Escalation update
- Stakeholder engagement


# VEET support

- Queries relating to administrative and/or compliance requirements
- Queries/issues relating to accounts or accreditations
- Queries/issues relating to certificate assessments
- Website issues
- Feedback

# VEET support

- Contact us: (03) 9032 1310 or [veet@esc.vic.gov.au](mailto:veet@esc.vic.gov.au)
- Limited services from 22 December to 2 January

# Public register details

**ESSENTIAL SERVICES COMMISSION**

**My Account**

- User Details
- Account Details
- Accreditations
- New Accreditation
- Accreditation History
- Public Register Info**
- Manage Users
- Installers
- FAQs

**Public Register**

- VEECs
- Calculators

**Transfers**

- New Transfer
- Incoming Transfers
- Outgoing Transfers

**Surrenders**

- New Surrender
- Surrender History

**Activities**

- Assessment Standards
- Escalations
- Uploaded
- Batch Status
- Returned

**Public Register Info**

AP Name

AP Number

Phone

Website

Campaign Name

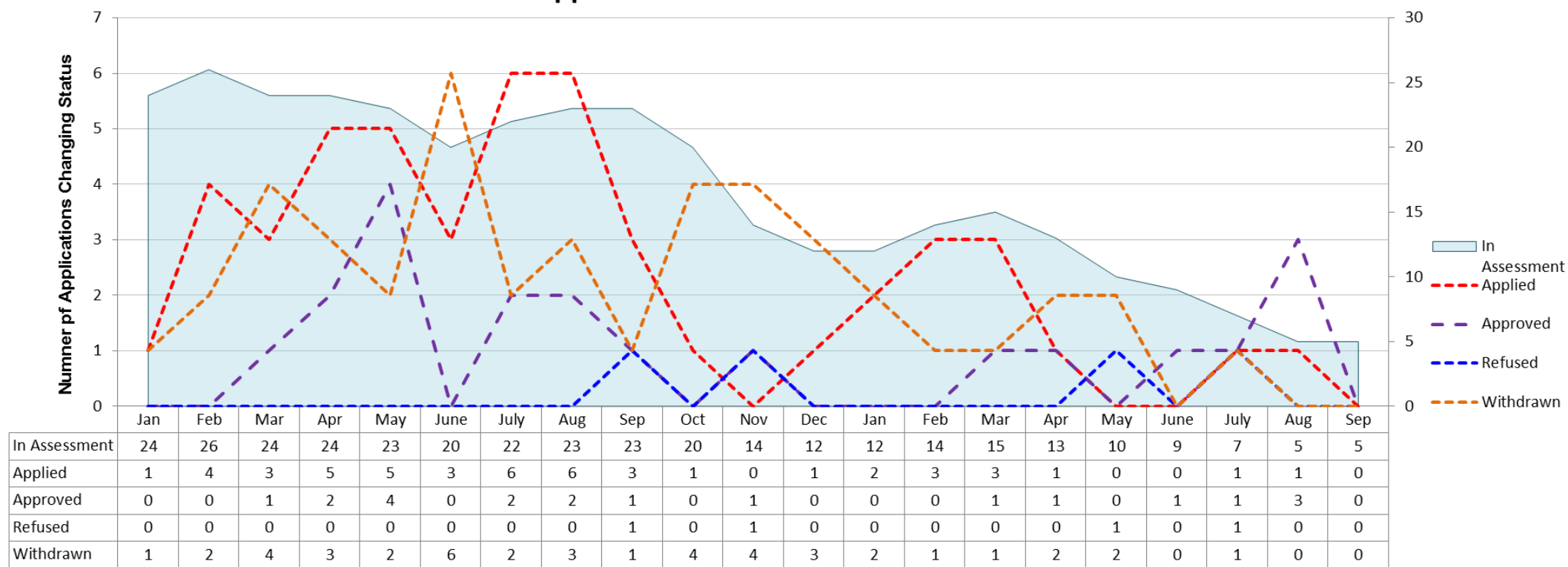
Contact Person

Activity Types

Activity	Show in Public Register	
BB Lighting Upgrade - Business		
34 J6 - Lighting Upgrade	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
34 NonJ6 - Lighting Upgrade	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
Evaporative Air Conditioner - Business		
23 - Ducted Evaporative Cooler Replacing of Refrigerative Air Conditioner	<input type="checkbox"/>	<a href="#">Edit</a>
Evaporative Air Conditioner - Residential		
23 - Ducted Evaporative Cooler Replacing of Refrigerative Air Conditioner	<input type="checkbox"/>	<a href="#">Edit</a>
HE Motor - Business		
31 - HE Motor	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
In-Home Displays - Residential		
30 - In-Home Displays	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
Lighting - Business		
21A - Lighting - GLS Lamps	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
21B - Lighting - Reflector Lamps	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
21C - Lighting - Downlight 12V	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
21D - Lighting - Downlight Mains	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

# Accreditations update

Accreditation Applications -- 2016-2017

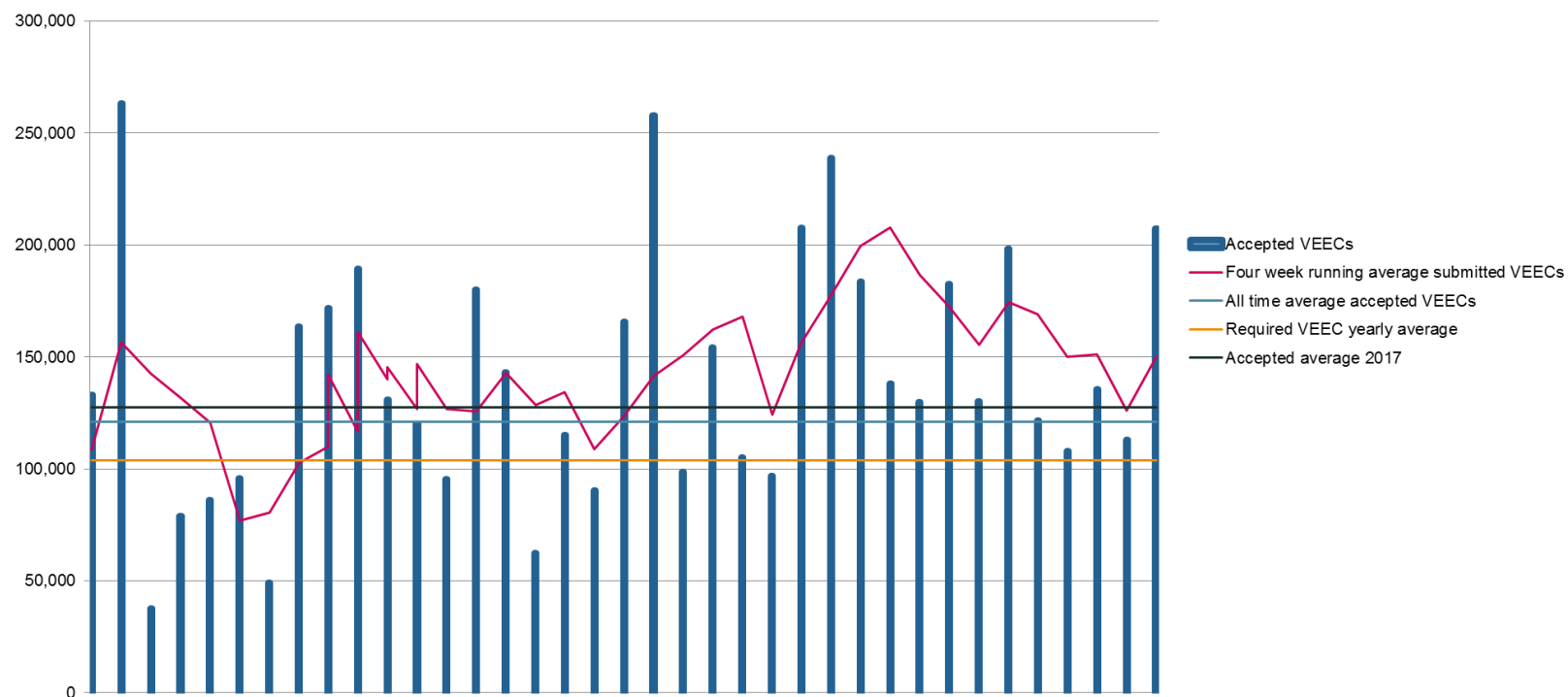


# Accreditations update

- Current accreditation assessment queues:
  - 3 accreditation applications
  - 18 additional activity applications
  - 4 PBA accreditation applications
- Maximum 2 RFI's for majority of applications
- Different requirements for building based and non-building based lighting

# Validations update

## Weekly accepted VEECs 2017



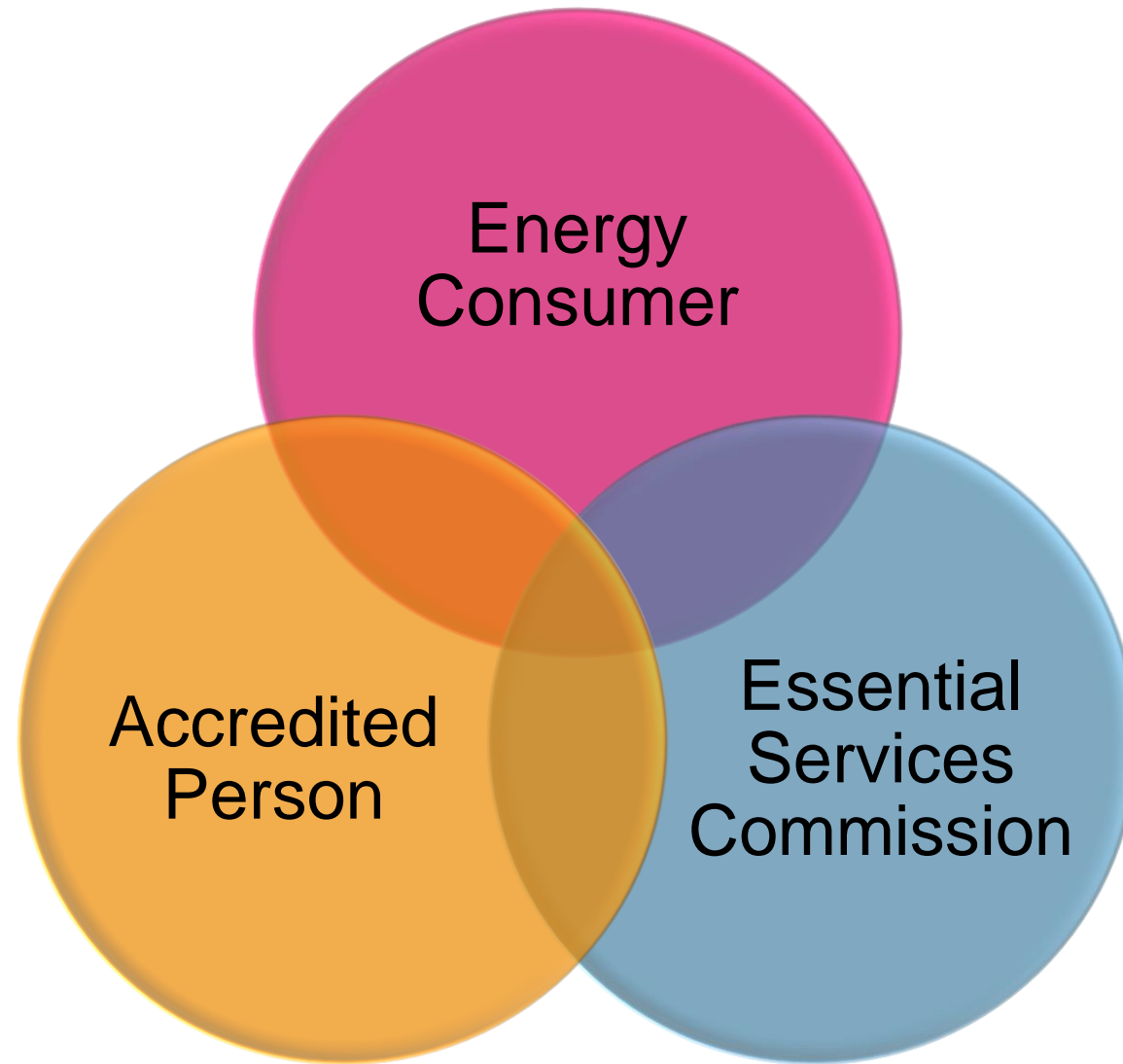
97% batches  
on target



# Escalation statistics

Registry escalations	2016	2017 (to date)
Number commenced	13	6
Number of phone audits	>1,600	>300
Number of VEECs withdrawn	>11,900	>9,700







# Technical Services Update

**Gabrielle Henry**  
Manager, Technical Services



# Agenda

## **1. Project-based activities (PBA) update**

- News
- PBA approvals: current status
- What we're working on

## **2. Products update**

- News
- Product approvals: year to date
- Product approvals: current status
- What we're working on
- Tips for attaching documents to product applications

# PBA update

## News

Date	Event	M&V administration release
19 Jun	<ul style="list-style-type: none"><li>Commencement of PBA regulations</li></ul>	<ul style="list-style-type: none"><li>General administrative overview</li><li>Accreditation</li></ul>
24 Jul	<ul style="list-style-type: none"><li>Commencement of a new, dedicated PBA team</li></ul>	
1 Aug	<ul style="list-style-type: none"><li>Presentation (available on VEET website) and Q&amp;A on PBA at DELWP's industry information session</li></ul>	<ul style="list-style-type: none"><li>Scoping and project plan</li><li>Approved M&amp;V professional</li><li>Activity guidance</li><li>Compliance requirements</li></ul>
28 Sep		<ul style="list-style-type: none"><li>Hot topics</li><li>VEEC assignment</li><li>Updates to existing guidance</li></ul>

# PBA update

## PBA approvals: current status

	Applications received	Applications approved
PBA accreditation	4	1
Measurement and verification professional	3	1

# PBA update

## What we're working on

Type	Documents	19 Jun	1 Aug	28 Sep	TBC
Legislation	PBA Regulations				
	M&V methods & variables				
General information	M&V process overview				
	M&V process map				
	PBA web page				
	Hot topics				
Guidance and forms	Accreditation				
	M&V activity guidance				
	M&V compliance requirements				
	Scoping plan				
	Project plan				
	Approved M&V professional				
	Impact report				
	VEEC assignment				
	VEET Guidelines				

# Products update

## News

### Changes to Schedule 15 (weather sealing)

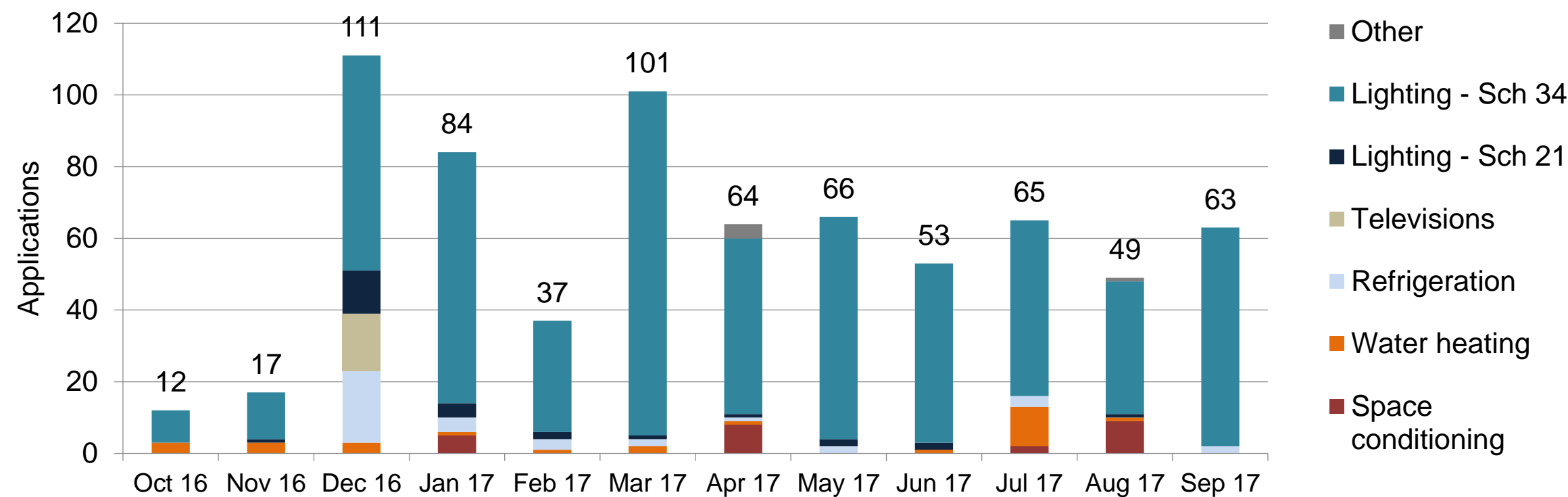
- Due to changes to the VEET Regulations, all 103 approved Schedule 15 products were suspended from the products register effective 1 July 2017
- An information bulletin was distributed to stakeholders communicating this phase-out and how to reinstate or add such products to the products register

### 2016 independent product testing program results

Product testing program	Tested	Passed	Failed	Still under investigation
Performance	13	7	3	3
Safety	7	4	3	-

# Products update

## Product approvals: year to date





# Products update

## Product approvals: current status

- Applications with nominations are allocated for assessment within days
- 85% of product applications received in Q3 were for Schedule 34 (lighting)
  - same as Q1
- 50% of product applications approved in September had at least one RFI
  - down from 64% in March
- 63 applications were approved in September. Once any RFIs were resolved:
  - 40% were approved within a week
  - 59% were approved within two weeks (average approval time)
  - 90% were approved within a month
  - The shortest approval time was a day, the longest was 64 days

# Products update

## What we're working on

- **Efficient processes:** significant gains made in 2017
- **Website enhancements:** in development; implementation late 2017
- **Improved information and guidance:** improvements are being considered

# Products update

## **Tips for attaching documents to product applications**

- Attach laboratory test reports and safety certificates in their original format, completely unaltered or compressed, to ensure we can verify them as valid
- Do not provide more documents than requested
- Use Zip files only when necessary (i.e. to meet maximum file size limit) - zipping all files makes it difficult for us to locate the required documents
- Label files clearly using only alpha-numeric characters

# Audit & Compliance

**Luli Zyka**

Manager, Audit and Compliance



# Agenda

- Building based lighting upgrades
- Non-building based lighting & PBA accreditation
- Complaints
- 2017 and 2018 relevant entity compliance

# Building based lighting upgrades

- Since April 2017 >3.9m VEECs created (90% in BBL )
- Risk based approach in determining audit program
- Audit findings continue to see
  - HVAC incorrectly claimed
  - Incorrect space type claimed resulting in greater AOH for area
  - Product discrepancy to online record
  - Existing control gear still in situ
  - Incorrect baseline ballast claimed
  - Schematics not representative of upgrade environment

# Building based lighting upgrades

## **What AP's can do to avoid improper creation of VEECs**

- Increase independent oversight of contractors prior to submitting activities
- Ensure that documentation given to installers provides adequate options to correctly and accurately document upgrade information.
- Ensure compliance measures are put in place to avoid investigation and commission invoking enforcement available under the *VEET Act 2007*

# Non-building based lighting & PBA accreditation

## **Positive:**

- Opportunity for AP's to share information about pilot projects underway for PBA
- Recommendations to APs to improve processes and controls to mitigate potential non-compliance

## **Things APs should be aware of:**

- Aggregation model (use of third-party contractors) must ensure that they have suitable governance and contractor management practices in place.
- AP's responsible for compliance



# Complaints

- Reduction in number of complaints but not severity
- Complaints received as a result of poor AP response or follow-up
- Issues with BBL installations are:
  - Insufficient lux levels (1680 non-compliance)
  - Not honouring sales quotes
  - VEEC benefits not being paid

# 2017 and 2018 relevant entity compliance

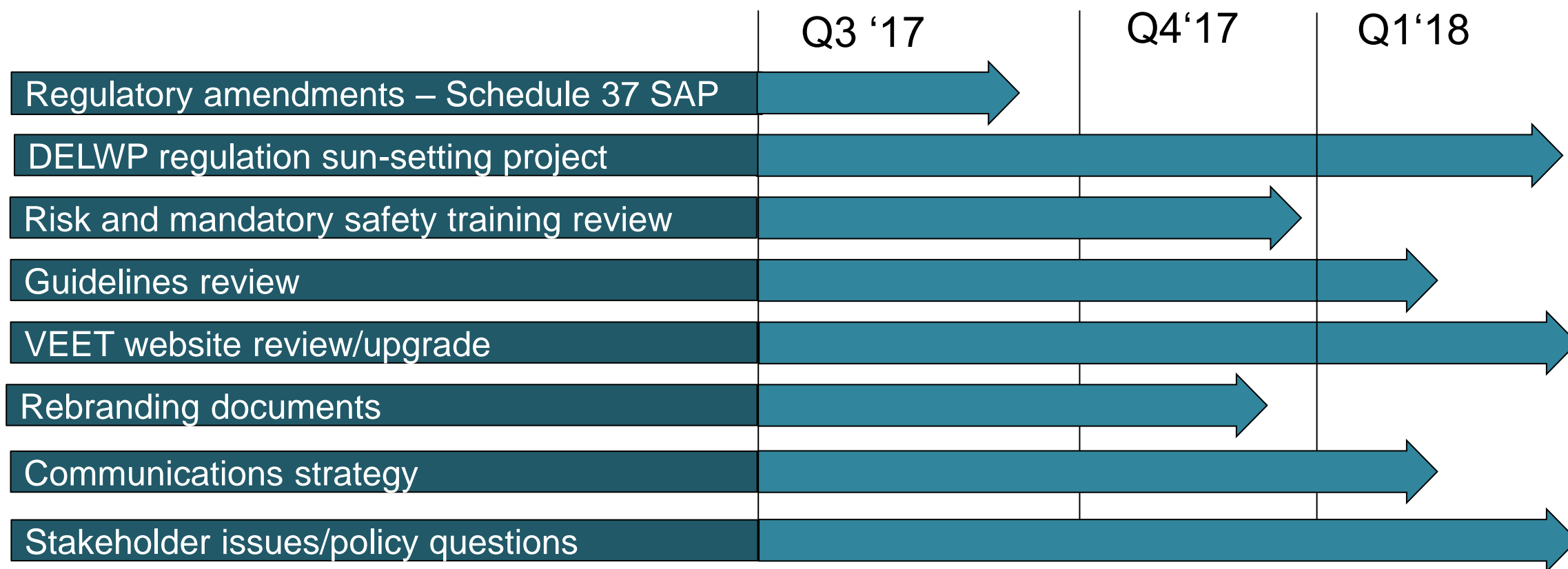
- 2017 relevant entity process to commence late October
- Energy retailers will be contacted to nominate an independent auditor to undertake a reasonable assurance audit
- Comprehensive Scheduled Activity Premises (SAP) list published and energy retailers seeking exemptions for electricity and gas on-sold to these sites will need to detail NIMI's and MIRN's in their AEAS and independent audit reports
- 2017 Shortfall penalty gazetted in September (\$46.72)
- 2018 RE (0.16222) and RG (0.00818) factors gazetted

# Planning & Development

**Jack Brown**  
Policy Supervisor, Planning and  
Development



# What we are working on



# What we are working on

## **Schedule 37 SAP regulatory amendments**

- Register of scheduled activity premises published in September
- Questions can be directed to Stakeholder Support – [veet@esc.vic.gov.au](mailto:veet@esc.vic.gov.au)

## **DELWP regulation sun-setting project**

- Providing input and assistance to DELWP
- Planning and scoping for proposed changes, and assessing the potential implications for our IT systems and processes

# What we are working on

## **Risk and mandatory safety training (MST) review**

- Investigating recommendations from 2016 risk and MST review
- New risk and MST explanatory note to be released in the near future
- Developing consultation paper for stakeholder feedback

## **Guidelines review**

- Undertaking a review of the guidelines for general and regulatory changes
- Amendments to support the administration of new and changed activities (PBA, SAP etc.) and other matters
- Aim to release consultation paper before end 2017

# What we are working on

## **Website review project**

- Completed systems review - recommendations provided to Management
- Developing a business case for funding
- In the interim, planning for 'minor' improvement program

## **Document rebranding**

- Working on rebranding documents as 'Victorian Energy Upgrades'
- Aim to rebrand all documents by end 2017
- Although style, format and some terminology will change, content remains the same!

# What we are working on

## **Communications strategy**

- Developing a communications plan – particularly for email communications
- There will be a Q&A session after morning tea

## **Stakeholder issues/policy questions**

- Developing our position on a number of questions on BCA classifications
- Investigating implementing new 'baseline' LCPs for Table 1 of schedule 34
- Considering our position on aspects of NBB lighting requirements
  - Q&A session after morning tea



# Morning tea

Please return to your seats in 20 minutes

# PBA workshop

**Andy Sharp**

Manager, Project-based activities



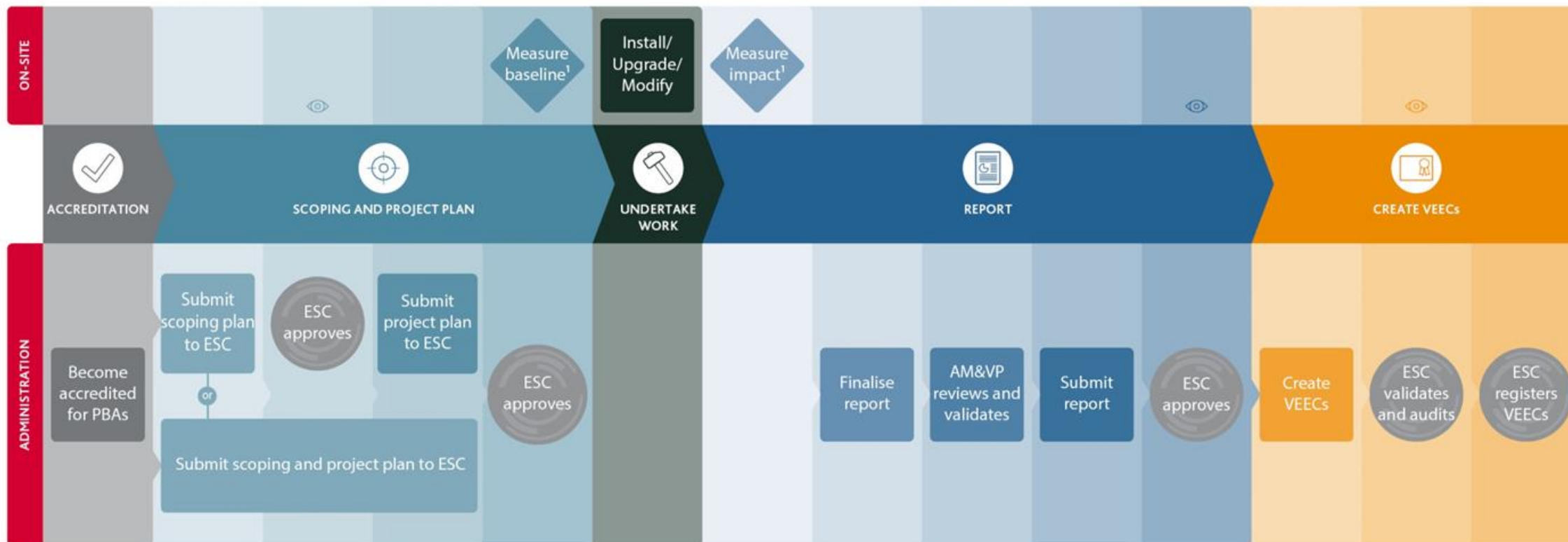
# Agenda

- |                                       |   |                                         |
|---------------------------------------|---|-----------------------------------------|
| 1. Measurement & verification process | - | Review of overall M&V process           |
| 2. Scoping Plan                       | } | The importance of evidence              |
| 3. Project Plan                       |   |                                         |
| 4. Impact Report (coming soon)        |   |                                         |
| 5. AM&VP's report                     | - | Different types                         |
| 6. Variations                         | - | Acceptable variations                   |
| 7. Further information                | - | FAQs, what's next,<br>where to get help |

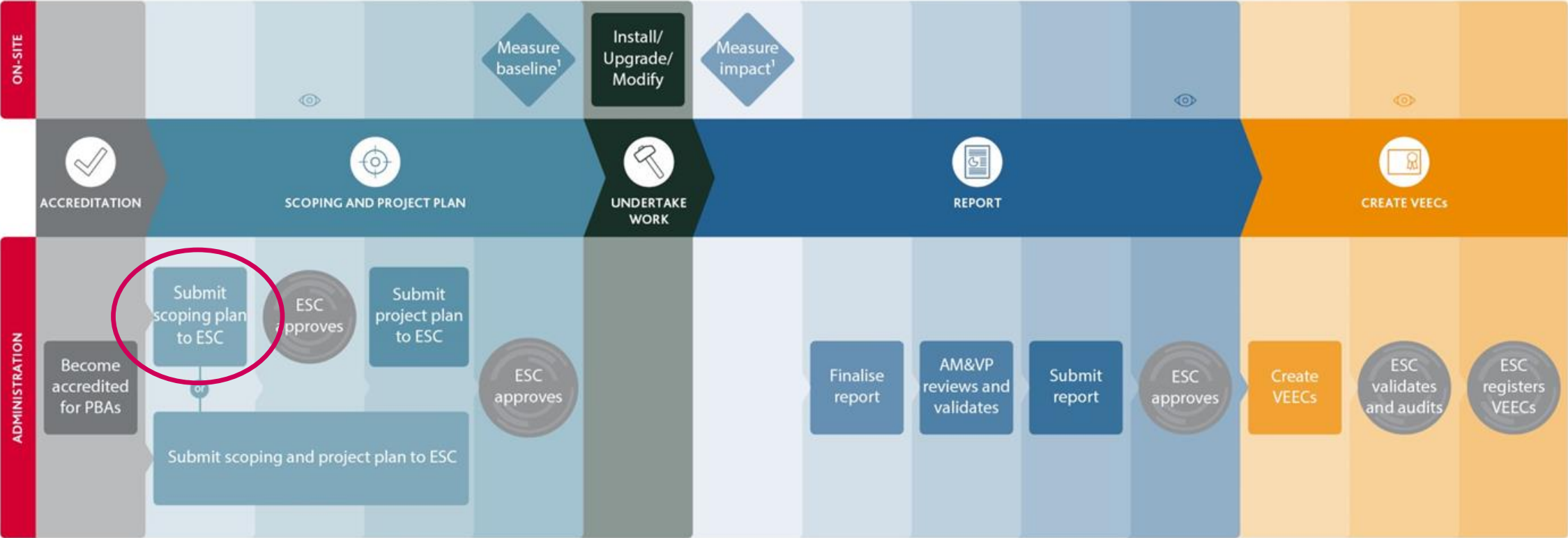
# 1. Measurement & verification process

# Measurement and verification process

There are 3 touch points with the commission for M&V projects:

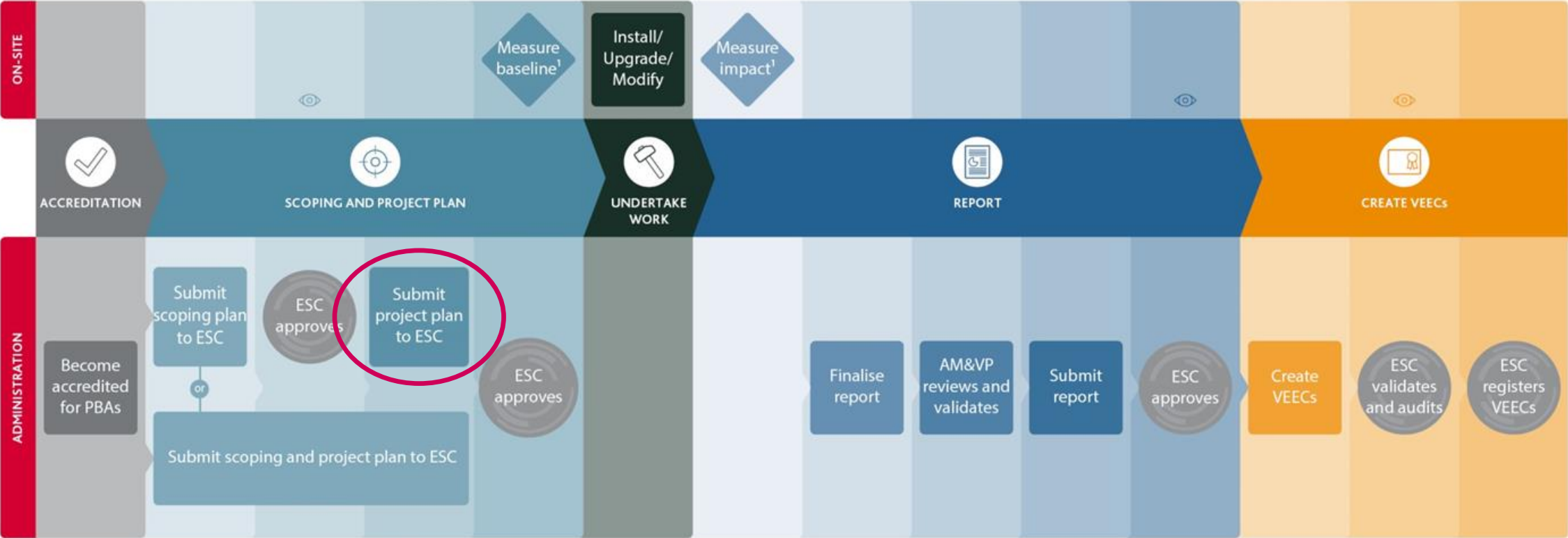


# Measurement and verification process



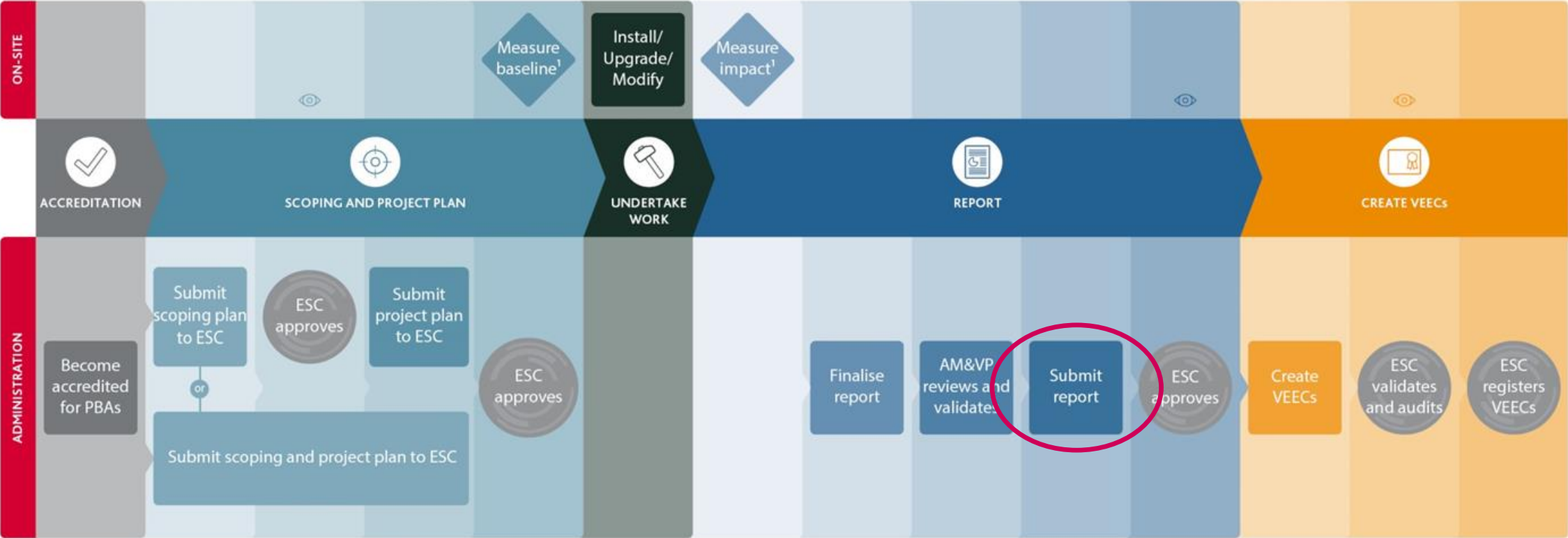
Scoping plan application

# Measurement and verification process



Project plan application

# Measurement and verification process

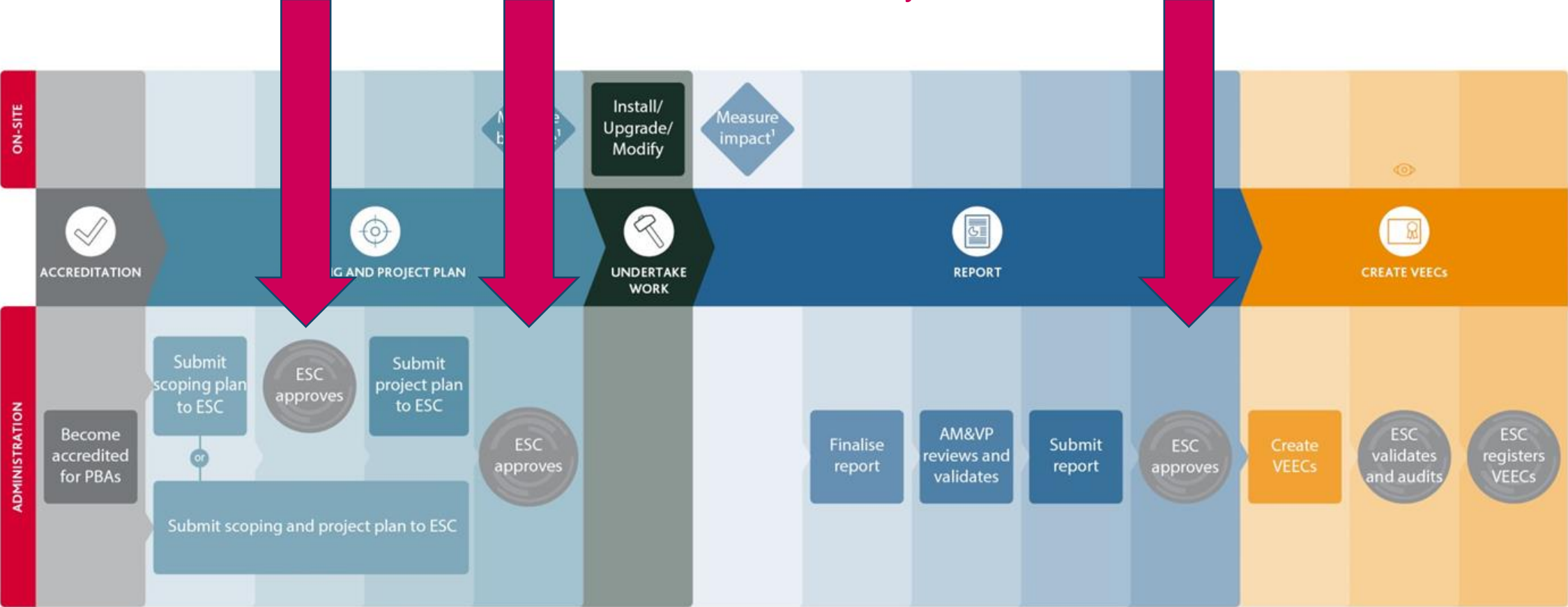


Impact report application



# Measurement and verification process

Decisions made by the commission



# Application forms

The following slides will:

- Run through the PBA M&V application forms
- Discuss the kind of information we are looking for
- Answer some common questions we think we may get

## 2. Scoping plan

## Scoping plan – Applicant details

**The first section asks basic information about the applicant:**

# Scoping plan – Applicant details

Applicant details				
Q1. VEET account name:		Click here to enter text.		
Q2. Name of accredited person (AP):		Click here to enter text.		
Q3. AP's address:		Click here to enter text.		
Q4. Name of primary contact:		Click here to enter text.	Q5. Job title	Click here to enter text.
Q6. Email:		Click here to enter text.	Q7. Phone number	Click here to enter text.
Q8. Project address:		Click here to enter text.	City/Suburb/Town:	Click here to enter text.
or Lot/DP number or GPS co-ordinates where there is no valid site address		Click here to enter text.	State:	Enter text.
			Postcode:	Enter text.
Q9. What are the normal commercial/business activities at the site?			Click here to enter text.	

In this question, we want to know where the project will take place

# Scoping plan – Applicant details

Applicant details			
Q1. VEET account name:	Click here to enter text.		
Q2. Name of accredited person (AP):	Click here to enter text.		
Q3. AP's address:	Click here to enter text.		
Q4. Name of primary contact:	Click here to enter text.	Q5. Job title	Click here to enter text.
Q6. Email:	Click here to enter text.	Q7. Phone number	Click here to enter text.
Q8. Project address:	Click here to enter text.	City/Suburb/Town:	Click here to enter text.
or Lot/DP number or GPS co-ordinates <i>where there is no valid site address</i>	Click here to enter text.	State:	Enter text.
		Postcode:	Enter text.
Q9. What are the normal commercial/business activities at the site?	Click here to enter text.		

In this question we want to know what type of business is normally carried out at site (e.g. soft drinks manufacture)

## Scoping plan – Legal right

**The second section checks that the applicant has the right to undertake the project:**

# Scoping plan – Legal right

**Legal right**

**Q10.** Has the energy consumer provided an energy retailer document which identifies the energy consumer?

Choose an item.

*Attach site energy document. Note this can be a document such as an energy bill (with energy consumption data blanked out) or an official letter from the energy retailer. The document must identify the energy consumer and the site address*

**Attached energy retailer document file name:** Click here to enter text.

**Q11.** Is the AP also the energy consumer?

Choose an item.

*If no, attach completed Registration of interest form: project-based activities to demonstrate that the energy consumer is aware of the project and agrees to progress the application. Note: this is not a legally binding agreement.*

**Attached Registration of interest form file name:** Click here to enter text.

**Q12.** Is the energy consumer also the site owner?

Choose an item.

*If no, attach a document explaining the relationship between the site owner, energy consumer and any other entity involved in the site. For example, explain the site owner, site lease holder and site operator relationship, if these are different entities*

**Attached site ownership structure file name:** Click here to enter text.

This is where the energy consumer is identified.  
This is necessary for the commission to understand who the energy consumer is.  
(It does not necessarily need to be an energy bill)



# Scoping plan – Legal right

**Legal right**

**Q10.** Has the energy consumer provided an energy retailer document which identifies the energy consumer?

Choose an item.

*Attach site energy document. Note this can be a document such as an energy bill (with energy consumption data blanked out) or an official letter from the energy retailer. The document must identify the energy consumer and the site address*

**Attached energy retailer document file name:** Click here to enter text.

**Q11.** Is the AP also the energy consumer?

Choose an item.

*If no, attach completed Registration of interest form: project-based activities to demonstrate that the energy consumer is aware of the project and agrees to progress the application. Note: this is not a legally binding agreement.*

**Attached Registration of interest form file name:** Click here to enter text.

**Q12.** Is the energy consumer also the site owner?

Choose an item.

*If no, attach a document explaining the relationship between the site owner, energy consumer and any other entity involved in the site. For example, explain the site owner, site lease holder and site operator relationship, if these are different entities*

**Attached site ownership structure file name:** Click here to enter text.

This question asks for the registration of interest form. This form is crucial and shows the commission that the AP has permission from the energy consumer to apply for a scoping plan

# Scoping plan – Legal right

**Legal right**

**Q10.** Has the energy consumer provided an energy retailer document which identifies the energy consumer?

Choose an item.

*Attach site energy document. Note this can be a document such as an energy bill (with energy consumption data blanked out) or an official letter from the energy retailer. The document must identify the energy consumer and the site address*

**Attached energy retailer document file name:** Click here to enter text.

**Q11.** Is the AP also the energy consumer?

Choose an item.

*If no, attach completed Registration of interest form: project-based activities to demonstrate that the energy consumer is aware of the project and agrees to progress the application. Note: this is not a legally binding agreement.*

**Attached Registration of interest form file name:** Click here to enter text.

**Q12.** Is the energy consumer also the site owner?

Choose an item.

*If no, attach a document explaining the relationship between the site owner, energy consumer and any other entity involved in the site. For example, explain the site owner, site lease holder and site operator relationship, if these are different entities*

**Attached site ownership structure file name:** Click here to enter text.

Allows AP to explain site ownership

# Scoping plan – Legal right

Legal right	
<p><b>Q10.</b> Has the energy consumer provided an energy retailer document which identifies the energy consumer?</p> <p><i>Attach site energy document. Note this can be a document such as an energy bill (with energy consumption data blanked out) or an official letter from the energy retailer. The document must identify the energy consumer and the site address</i></p> <p><b>Attached energy retailer document file name:</b> <input type="text"/></p> <p><b>Q11.</b> Is the AP also the energy consumer?</p> <p><i>If no, attach completed Registration of interest form: project-based activities to demonstrate that the energy consumer is aware of the project and agrees to progress the application. Note: this is not a legally binding agreement.</i></p> <p><b>Attached Registration of interest form file name:</b> <input type="text"/></p> <p><b>Q12.</b> Is the energy consumer also the site owner?</p> <p><i>If no, attach a document explaining the relationship between the site owner, energy consumer and any other entity involved in the site. For example, explain the site owner, site lease holder and site operator relationship, if these are different entities</i></p> <p><b>Attached site ownership structure file name:</b> <input type="text"/></p>	<p><b>Q13.</b> Is the AP represented by an agent?</p> <p><b>Name of agent's representative</b> <input type="text"/></p> <p><b>Email</b> <input type="text"/></p> <p><b>Job title</b> <input type="text"/></p> <p><b>Contact number</b> <input type="text"/></p> <p><b>Q14.</b> What will the agent do during the project (where applicable)?</p> <p><b>Q15.</b> What experience does the representative have with similar projects (where applicable)?</p>

Allows AP to explain if they use an agent and when the commission can expect to interact with them

## Scoping Plan - Project background

**The next section asks basic information about the proposed project:**

# Scoping Plan - Project background

**Project background**

**Q16.** What is the project name?

*The name must be unique, suitable and not misleading about the project's ownership, scope or purpose*

**Q17.** Please confirm that the project site is not an individual dwelling ☐

**Q18.** Please confirm that the project does not relate to services supplied exclusively to a sole-occupancy tenant ☐

**Q19.** Please confirm that the project's abatement does not come from the construction of a new building ☐

**Q20.** Is the project on a site that is on the register of scheduled activity premises (SAP)?

The project name is the identifier for all subsequent correspondence. Please follow the naming convention indicated in the explanatory notes:  
[company name]\_[site]\_[project purpose]\_[start date]

# Scoping Plan - Project background

**Project background**

**Q16.** What is the project name?

*The name must be unique, suitable and not misleading about the project's ownership, scope or purpose*

**Q17.** Please confirm that the project site is not an individual dwelling ☐

**Q18.** Please confirm that the project does not relate to services supplied exclusively to a sole-occupancy tenant ☐

**Q19.** Please confirm that the project's abatement does not come from the construction of a new building ☐

**Q20.** Is the project on a site that is on the register of scheduled activity premises (SAP)?

These questions must always be confirmed as any projects that are not are ineligible

# Scoping Plan - Project background

**Project background**

**Q16.** What is the project name?

*The name must be unique, suitable and not misleading about the project's ownership, scope or purpose*

**Q17.** Please confirm that the project site is not an individual dwelling ☐

**Q18.** Please confirm that the project does not relate to services supplied exclusively to a sole-occupancy tenant ☐

**Q19.** Please confirm that the project's abatement does not come from the construction of a new building ☐

**Q20.** Is the project on a site that is on the register of scheduled activity premises (SAP)?

This allows identification of a SAP site. Please check if the site is on the SAP register on the “Scheduled Activity Premises” menu item on the VEET website

## Scoping Plan - Project details

**The next section asks more detailed information about the proposed project:**



# Scoping Plan - Project details

## Project details

Q21. When will project modifications/construction commence (indicative only)?

DD/MM/YY

Q22. What is the main activity that will be undertaken as part of the project?

Provide a **statement** of 100 words or less that broadly describes the main activity that will be undertaken as part of the project.

Q23. What energy consuming products will be installed, removed or modified, if applicable?

Provide a **list** that names and describes the energy consuming products that will be installed, removed or modified as part of the project.

Q24. What modifications will be made to the way an existing energy consuming product is used, if applicable?

Provide a **statement** of 100 words or less that describes the modifications that will be made to the way an existing energy consuming product is used as part of the project.

Q25. What products will be installed or removed that affect the energy consumption of energy consuming products, if applicable?

Provide a **statement** of 100 words or less that describes the products that will be installed or removed to affect the energy consumption of an energy consuming product as part of the project.

Q26. What other techniques will be used to affect the energy consumption of the project site, if applicable?

Provide a **statement** of 100 words or less that describes the techniques that will be used to affect the energy consumption of the project site as part of the project.

Q27. What further planning and development approvals are needed from government and regulatory bodies?  
(Optional – these details can be supplied with the project plan application if not yet known)

Provide a **list** of the types of approvals needed, and the name of the approving body.

Use this section to list the main activities that are proposed as part of the project

# Scoping Plan - Project details

## Project details

Q21. When will project modifications/construction commence (indicative only)?

DD/MM/YY

Q22. What is the main activity that will be undertaken as part of the project?

Provide a **statement** of 100 words or less that broadly describes the main activity that will be undertaken as part of the project.

Q23. What energy consuming products will be installed, removed or modified, if applicable?

Provide a **list** that names and describes the energy consuming products that will be installed, removed or modified as part of the project.

Q24. What modifications will be made to the way an existing energy consuming product is used, if applicable?

Provide a **statement** of 100 words or less that describes the modifications that will be made to the way an existing energy consuming product is used as part of the project.

Q25. What products will be installed or removed that affect the energy consumption of energy consuming products, if applicable?

Provide a **statement** of 100 words or less that describes the products that will be installed or removed to affect the energy consumption of an energy consuming product as part of the project.

Q26. What other techniques will be used to affect the energy consumption of the project site, if applicable?

Provide a **statement** of 100 words or less that describes the techniques that will be used to affect the energy consumption of the project site as part of the project.

Q27. What further planning and development approvals are needed from government and regulatory bodies?  
(Optional – these details can be supplied with the project plan application if not yet known)

Provide a **list** of the types of approvals needed, and the name of the approving body.

List the equipment that will be installed/removed/modified

# Scoping Plan - Project details

## Project details

Q21. When will project modifications/construction commence (indicative only)?

DD/MM/YY

Q22. What is the main activity that will be undertaken as part of the project?

Provide a **statement** of 100 words or less that broadly describes the main activity that will be undertaken as part of the project.

Q23. What energy consuming products will be installed, removed or modified, if applicable?

Provide a **list** that names and describes the energy consuming products that will be installed, removed or modified as part of the project.

Q24. What modifications will be made to the way an existing energy consuming product is used, if applicable?

Provide a **statement** of 100 words or less that describes the modifications that will be made to the way an existing energy consuming product is used as part of the project.

Q25. What products will be installed or removed that affect the energy consumption of energy consuming products, if applicable?

Provide a **statement** of 100 words or less that describes the products that will be installed or removed to affect the energy consumption of an energy consuming product as part of the project.

Q26. What other techniques will be used to affect the energy consumption of the project site, if applicable?

Provide a **statement** of 100 words or less that describes the techniques that will be used to affect the energy consumption of the project site as part of the project.

Q27. What further planning and development approvals are needed from government and regulatory bodies?  
(Optional – these details can be supplied with the project plan application if not yet known)

Provide a **list** of the types of approvals needed, and the name of the approving body.

If there are any modifications, use this space to let us know how this changes things

# Scoping Plan - Project details

## Project details

Q21. When will project modifications/construction commence (indicative only)?

DD/MM/YY

Q22. What is the main activity that will be undertaken as part of the project?

Provide a **statement** of 100 words or less that broadly describes the main activity that will be undertaken as part of the project.

Q23. What energy consuming products will be installed, removed or modified, if applicable?

Provide a **list** that names and describes the energy consuming products that will be installed, removed or modified as part of the project.

Q24. What modifications will be made to the way an existing energy consuming product is used, if applicable?

Provide a **statement** of 100 words or less that describes the modifications that will be made to the way an existing energy consuming product is used as part of the project.

Q25. What products will be installed or removed that affect the energy consumption of energy consuming products, if applicable?

Provide a **statement** of 100 words or less that describes the products that will be installed or removed to affect the energy consumption of an energy consuming product as part of the project.

Q26. What other techniques will be used to affect the energy consumption of the project site, if applicable?

Provide a **statement** of 100 words or less that describes the techniques that will be used to affect the energy consumption of the project site as part of the project.

Q27. What further planning and development approvals are needed from government and regulatory bodies?  
(Optional – these details can be supplied with the project plan application if not yet known)

Provide a **list** of the types of approvals needed, and the name of the approving body.

If equipment is installed that affects other equipment, use this section to describe the effect

# Scoping Plan - Project details

## Project details

Q21. When will project modifications/construction commence (indicative only)?

DD/MM/YY

Q22. What is the main activity that will be undertaken as part of the project?

Provide a **statement** of 100 words or less that broadly describes the main activity that will be undertaken as part of the project.

Q23. What energy consuming products will be installed, removed or modified, if applicable?

Provide a **list** that names and describes the energy consuming products that will be installed, removed or modified as part of the project.

Q24. What modifications will be made to the way an existing energy consuming product is used, if applicable?

Provide a **statement** of 100 words or less that describes the modifications that will be made to the way an existing energy consuming product is used as part of the project.

Q25. What products will be installed or removed that affect the energy consumption of energy consuming products, if applicable?

Provide a **statement** of 100 words or less that describes the products that will be installed or removed to affect the energy consumption of an energy consuming product as part of the project.

Q26. What other techniques will be used to affect the energy consumption of the project site, if applicable?

Provide a **statement** of 100 words or less that describes the techniques that will be used to affect the energy consumption of the project site as part of the project.

Q27. What further planning and development approvals are needed from government and regulatory bodies?  
(Optional – these details can be supplied with the project plan application if not yet known)

Provide a **list** of the types of approvals needed, and the name of the approving body.

Use this box to explain anything the previous questions don't answer

# Scoping Plan - Project details

## Project details

Q21. When will project modifications/construction commence (indicative only)?

DD/MM/YY

Q22. What is the main activity that will be undertaken as part of the project?

Provide a **statement** of 100 words or less that broadly describes the main activity that will be undertaken as part of the project.

Q23. What energy consuming products will be installed, removed or modified, if applicable?

Provide a **list** that names and describes the energy consuming products that will be installed, removed or modified as part of the project.

Q24. What modifications will be made to the way an existing energy consuming product is used, if applicable?

Provide a **statement** of 100 words or less that describes the modifications that will be made to the way an existing energy consuming product is used as part of the project.

Q25. What products will be installed or removed that affect the energy consumption of energy consuming products, if applicable?

Provide a **statement** of 100 words or less that describes the products that will be installed or removed to affect the energy consumption of an energy consuming product as part of the project.

Q26. What other techniques will be used to affect the energy consumption of the project site, if applicable?

Provide a **statement** of 100 words or less that describes the techniques that will be used to affect the energy consumption of the project site as part of the project.

Q27. What further planning and development approvals are needed from government and regulatory bodies?  
(Optional – these details can be supplied with the project plan application if not yet known)

Provide a **list** of the types of approvals needed, and the name of the approving body.

This is **OPTIONAL** at this point. It is not expected you will have this at scoping stage but you **MUST** have this information by project plan stage



# Scoping Plan - Project details

Q28. Is lighting equipment to be installed as part of the project?

Choose an item.

If yes, which lighting products are proposed to be installed?

Please note – this can be indicative only at the scoping plan stage

VEET Schedule:

Choose an item.

Brand:

Click here to enter text.

Model:

Click here to enter text.

Q29. Has a site layout diagram been attached?

Choose an item.

Attach site layout diagram which clearly shows the locations of all project activities and a process flow diagram, if applicable. Please note this can be a simple hand drawn explanation of the project; detailed engineering drawings are not required at the scoping stage

Attached site layout file name:

Click here to enter text.

Q30. What project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already started?

Provide a **statement** of 100 words or less that describes what project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already been done as part of the project.

Use this section to tell us about any lighting equipment you plan to install.

Use the existing product registers from schedules 21 and 34

- If the product is not already listed you will need to apply under schedule 21 or 34
- The lighting product **MUST** be approved before work can begin on the project
- If your proposed product isn't on the current list and is not suitable to go on the schedule 21 or 34 list, please contact the VEET inbox to discuss specifics

# Scoping Plan - Project details

Q28. Is lighting equipment to be installed as part of the project? Choose an item.

*If yes, which lighting products are proposed to be installed?  
Please note – this can be indicative only at the scoping plan stage*

**VEET Schedule:** Choose an item. **Brand:** Click here to enter text.

**Model:** Click here to enter text.

Q29. Has a site layout diagram been attached? Choose an item.

*Attach site layout diagram which clearly shows the locations of all project activities and a process flow diagram, if applicable. Please note this can be a simple hand drawn explanation of the project; detailed engineering drawings are not required at the scoping stage*

**Attached site layout file name:** Click here to enter text.

Q30. What project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already started?

Provide a **statement** of 100 words or less that describes what project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already been done as part of the project.

This does not need to be a professional engineering drawing at scoping plan stage. It can simply be a hand drawn plan showing equipment and metering points



# Scoping Plan - Project details

Q28. Is lighting equipment to be installed as part of the project? Choose an item.

*If yes, which lighting products are proposed to be installed?  
Please note – this can be indicative only at the scoping plan stage*

**VEET Schedule:** Choose an item. **Brand:** Click here to enter text.

**Model:** Click here to enter text.

Q29. Has a site layout diagram been attached? Choose an item.

*Attach site layout diagram which clearly shows the locations of all project activities and a process flow diagram, if applicable. Please note this can be a simple hand drawn explanation of the project; detailed engineering drawings are not required at the scoping stage*

**Attached site layout file name:** Click here to enter text.

Q30. What project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already started?

Provide a **statement** of 100 words or less that describes what project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already been done as part of the project.

Don't start work other than this until the scoping plan has been approved and the project plan has been acknowledged as having been received by the commission

## Scoping Plan – Energy

**The next section asks for details about the energy services involved in the proposed project:**

# Scoping Plan – Energy

Energy

**Q31.** What current energy services will be affected? Please tick the boxes below as appropriate (as many as applicable).

Electricity ☐

Liquefied Petroleum Gas (LPG) ☐

Natural Gas ☐

Renewable Energy ☐

Other energy services affected (please provide details)

Click here to enter text.

**Q32.** What documentation and/or calculations will be needed to establish the pre-project energy use, and how will you obtain this information?

Provide a **statement** of 100 words or less that describes the documentation and/or calculations needed to establish the pre-project energy use, and how you will obtain this information.

**Q33.** Does the project involve fuel switching to non-renewable fuels including fossil fuels, waste from fossil fuel sources, or wood from native forests (other than wood waste from a native forest which is a waste product from the construction of buildings or furniture, including timber off-cuts and timber from demolished buildings)?

Choose an item.

**Q34.** What new energy sources will be introduced? Please tick the boxes below as appropriate (as many as applicable).

Electricity ☐

Liquefied Petroleum Gas (LPG) ☐

Natural Gas ☐

Renewable Energy ☐

Other energy sources introduced (please provide details)

Click here to enter text.

This question is there to give the commission confidence that the AP has considered how the baseline information will be modelled at this early stage.

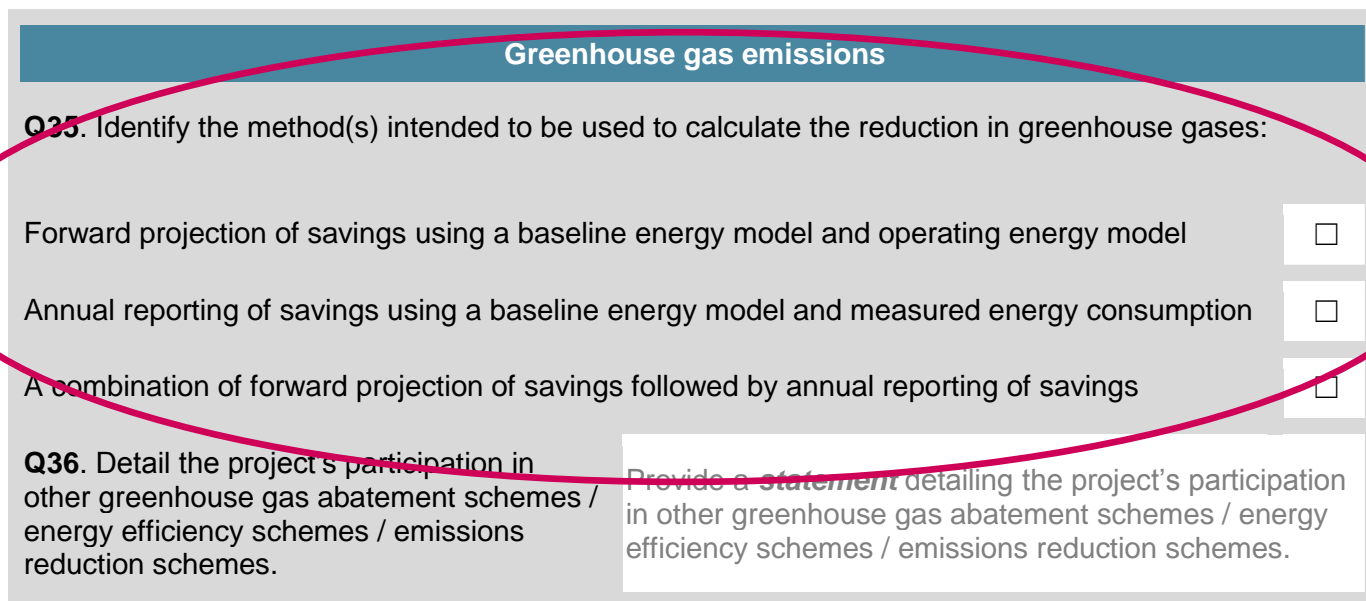
- It is not necessary that this will have been decided on *exactly*.
- Shows the AP is considering appropriate data at the appropriate time.
- Having incomplete or poor baseline data could be very bad for the project.

91

## Scoping Plan – Greenhouse gas emissions

**The next section asks for details about the method of VEEC creation as well as participation in any other schemes:**

# Scoping Plan – Greenhouse gas emissions



**Greenhouse gas emissions**

**Q35.** Identify the method(s) intended to be used to calculate the reduction in greenhouse gases:

Forward projection of savings using a baseline energy model and operating energy model ☐

Annual reporting of savings using a baseline energy model and measured energy consumption ☐

A combination of forward projection of savings followed by annual reporting of savings ☐

**Q36.** Detail the project's participation in other greenhouse gas abatement schemes / energy efficiency schemes / emissions reduction schemes.

Provide a **statement** detailing the project's participation in other greenhouse gas abatement schemes / energy efficiency schemes / emissions reduction schemes.

This information may not be known yet.

- It is however absolutely crucial that the commission is able to assess your project if you plan on forward creating VEECs.
- Some project types will NOT be allowed to forward create.
- If in doubt – tick Forward creation for this.
  - It can always be varied at a later date (Up until the first Impact report is approved).

# Scoping Plan – Additional documents

**These include:**

- **Statutory declaration**
  - Declares that all information on the scoping plan application form is true and correct
- **Relevant documents, for example:**
  - Energy bill
  - Insurance documents (or insurance waiver)
  - Registration of interest form
- **Declaration**
  - Declarations specific to the scoping plan form

If valid insurance documents have already been supplied to the commission and these are still in date, they do not need to be supplied again

## 3. Project plan

# Project plan – Applicant details

The first section asks for details about the applicant:

Applicant details			
Q1. VEET account name		<input type="text"/>	
Q2. Name of accredited person (AP)		<input type="text"/>	
Q3. What is the AP's address?		<input type="text"/>	
Q4. Name of primary contact		<input type="text"/>	Q5. Job title <input type="text"/>
Q6. Email		<input type="text"/>	Q7. Contact number <input type="text"/>



## Project plan – Roles

**The next section asks for details about the key members of the project team:**

- **All projects must have:**
  - Upgrade manager
  - Risk manager
  - Monitoring & measurement manager

# Project plan – Roles

Upgrade manager (role)	
Q8. What education qualification is required of your upgrade manager?	Provide a <b>statement</b> of 100 words or less, describing the upgrade manager's highest level of education (degree, TAFE, high school, other).
Q9. What project management qualification is required of your upgrade manager?	Provide a <b>statement</b> of 100 words or less, describing the upgrade manager's highest project management qualification (degree, diploma, certificate, etc.).
Q10. How many years project management experience is required of your upgrade manager?	[1 year, etc.]
Q11. What are the upgrade manager's responsibilities and functions in this PBA project?	Provide a <b>list</b> describing the upgrade manager's responsibilities and functions in this PBA project.

These roles do not necessarily need to be filled yet.

The questions are directed at the ROLES and not the PERSON in the role.

- **Other roles have similar questions:**
  - Risk Manager
  - Monitoring & measurement manager
  - Owners agent
  - Other project leadership roles

# Project plan – Roles

Upgrade manager (role)	
Q8. What education qualification is required of your upgrade manager?	Provide a <b>statement</b> of 100 words or less, describing the upgrade manager's highest level of education (degree, TAFE, high school, other).
Q9. What project management qualification is required of your upgrade manager?	Provide a <b>statement</b> of 100 words or less, describing the upgrade manager's highest project management qualification (degree, diploma, certificate, etc.).
Q10. How many years project management experience is required of your upgrade manager?	[1 year, etc.]
Q11. What are the upgrade manager's responsibilities and functions in this PBA project?	Provide a <b>list</b> describing the upgrade manager's responsibilities and functions in this PBA project.

- **Other roles have similar questions:**
  - Risk Manager
  - Monitoring & measurement manager
  - Owners agent
  - Other project leadership roles

These roles can all be filled by the same person for smaller projects

## Project plan - Experts

**The next section asks for details about other experts that may be involved in the project:**

# Project plan - Experts

Approved measurement and verification professional (AM&VP)	
Q25. Did the project team engage an AM&VP to assist with the compilation of the measurement and verification (M&V) plan?	Choose an item.
Q26. Does the project team intend to engage an AM&VP for the remainder of the project?	Choose an item.
Other expert advisors	
Q27. List the types of experts advising the project leadership team for this project	Click here to enter text.
Q28. Are these experts carrying out any other team role in this PBA project? If <b>Yes</b> , which role/s?	Click here to enter text.
Q29. What are the other experts' responsibilities and functions in this PBA project?	Provide a <i>list</i> describing the other experts' responsibilities and functions in this PBA project.
Q30. What is the limit of the other experts' professional indemnity insurance?	[\$1m etc.]

This allows the AP to explain what AM&VP resources they intend to use and how they differ from the mandatory AM&VP that must be used for impact reports

# Project plan - Experts

Approved measurement and verification professional (AM&VP)	
Q25. Did the project team engage an AM&VP to assist with the compilation of the measurement and verification (M&V) plan?	Choose an item.
Q26. Does the project team intend to engage an AM&VP for the remainder of the project?	Choose an item.
Other expert advisors	
Q27. List the types of experts advising the project leadership team for this project	Click here to enter text.
Q28. Are these experts carrying out any other team role in this PBA project? If <b>Yes</b> , which role/s?	Click here to enter text.
Q29. What are the other experts' responsibilities and functions in this PBA project?	Provide a <i>list</i> describing the other experts' responsibilities and functions in this PBA project.
Q30. What is the limit of the other experts' professional indemnity insurance?	[\$1m etc.]

Note that these experts are giving advice – so it is advisable to ensure they have appropriate PI insurance.

## Project plan – Project workforce

**The next section allows the applicant to give details on who will be carrying out the work and how this will be carried out:**

# Project plan – Project workforce

## Implementation model

Provide a **statement** describing any changes to your intended implementation model (own site, sole implementation, contracted implementation, sub-contracted implementation, third party implementation, etc.) that have been made between your accreditation application and this project plan application. Include descriptions of how all aspects of a PBA project will be undertaken in the implementation model your organisation now intends to undertake.

Are details of contractual arrangements for sub-contractors available on request?

Use this section to show your proposed implementation model, including all tiers of sub-contracting (e.g. if you are sub-contracting to an organisation who is sub-contracting another organisation, etc.)

## Organisation chart

**Q32.** Upload an organisation chart that shows the structure of the project leadership team (this differs from the question asked in your accreditation/approval application- that question concerns the team overseeing all PBA projects, whereas this question is specific to the individual project that you are filling in this application for). This includes the project leadership team, the project experts, and how they interact with the project workforce.

To be deemed complete, the statement or organisation chart must provide the following (check off items below to ensure completeness):

1. Record the names of all project leadership team roles ☐
2. Show responsibilities, accountability and authority levels for each role ☐
3. Describes the relevant skills, qualifications and experience required for each role ☐
4. Identify any personnel/roles based outside Victoria. ☐

**Document file name:**

**Page reference:**

**Q33.** Is the AP confident that the entire project team has the specialist knowledge, skills and capacity required to deliver this project?

**Q34.** If no, what other specialist knowledge, skills or capacity is required to deliver this project?



# Project plan – Project workforce

## Implementation model

Provide a **statement** describing any changes to your intended implementation model (own site, sole implementation, contracted implementation, sub-contracted implementation, third party implementation, etc.) that have been made between your accreditation application and this project plan application. Include descriptions of how all aspects of a PBA project will be undertaken in the implementation model your organisation now intends to undertake.

Are details of contractual arrangements for sub-contractors available on request?

If the project team is not quite complete, use this section to explain what roles are unfilled, why and when they are likely to be filled

## Organisation chart

**Q32.** Upload an organisation chart that shows the structure of the project leadership team (this differs from the question asked in your accreditation/approval application- that question concerns the team overseeing all PBA projects, whereas this question is specific to the individual project that you are filling in this application for). This includes the project leadership team, the project experts, and how they interact with the project workforce.

To be deemed complete, the statement or organisation chart must provide the following (check off items below to ensure completeness):

- 1. Record the names of all project leadership team roles ☐
- 2. Show responsibilities, accountability and authority levels for each role ☐
- 3. Describes the relevant skills, qualifications and experience required for each role ☐
- 4. Identify any personnel/roles based outside Victoria. ☐

**Document file name:**  **Page reference:**

**Q33.** Is the AP confident that the entire project team has the specialist knowledge, skills and capacity required to deliver this project?

**Q34.** If no, what other specialist knowledge, skills or capacity is required to deliver this project?

## Project plan – Project details

**The next section asks for site details:**

# Project plan – Project details

**Project site**

**Q35.** What is the project site address?

Click here to enter text.

**Q36.** Is the project site on the register of scheduled activity premises (SAP)?

Choose an item.

**Q37.** Have any aspects of the project changed since the scoping plan application was approved?

Choose an item.

*If yes, complete a variation application. An 'Application for variations – project-based activities – measurement and verification' form is available on the PBA page of the VEET website.*

**Q38.** Has a final site diagram been developed?

Choose an item.

*Attach a site diagram showing project locations and meter locations within the site*

**Attached site diagram file name:**

Click here to enter text.

Note that for the scoping plan, we wanted a general indication (e.g. hand drawn diagram is enough), but for the project plan we expect to see appropriate professionally drawn diagrams

# Project plan – Project finances

The next section gives the commission some indication of the scale of the project as well as the expected number of certificates which may be created:

Project finances	
Q39. What is the total estimated project cost?	[\$1m etc.]
Q40. What is the estimated greenhouse gas reduction due to avoided grid electricity or gas use for this project?	[in tonnes CO2-equivalent].
Q41. Show details of the calculations of the estimated greenhouse gas reduction estimate given in Q40.	Provide a <b>calculation and explanation</b> of your organisation's estimated greenhouse gas reduction due to avoided grid electricity or gas use over the lifetime of the project.

Note that we only need to see estimates at this time

## Project plan – Project timeframes

**The next section gives the commission an indication of the planned timeframe for the project:**

# Project plan – Project timeframes

Indicative project timing

Q42. Have all relevant project approvals been obtained from all relevant regulatory bodies?

Choose an item.

If **no**, list details of the outstanding approvals

Provide a **list** of the project's required project approvals still outstanding, the relevant regulatory body, and expected time frame.

Q43. What is the baseline measurement start date?

DD/MM/YY

Q44. What is the baseline measurement end date?

DD/MM/YY

Q45. When will project works commence?

DD/MM/YY

Q46. When will the changes be in service (implementation start time)?

DD/MM/YY

Note: the commission cannot approve projects where the application for project plan approval is received after the date project works commence.

If project activities are to be carried out in stages, please provide an indicative schedule of works to be implemented (attach a separate document if necessary)

Click here to enter text.

Q47. What is the planned operating period start date (if there are any elements of forward creation)?

DD/MM/YY or N/A

Q48. What is the planned operating period end date (if there are any elements of forward creation)?

DD/MM/YY or N/A

These dates should be the actual planned dates and not guesses at this stage.

Any change to these dates will need a variation to be filled out and submitted to the commission

110

# Project plan – Project timeframes

Indicative project timing

Q42. Have all relevant project approvals been obtained from all relevant regulatory bodies?

Choose an item.

If **no**, list details of the outstanding approvals

Provide a **list** of the project's required project approvals still outstanding, the relevant regulatory body, and expected time frame.

Q43. What is the baseline measurement start date?

DD/MM/YY

Q44. What is the baseline measurement end date?

DD/MM/YY

Q45. When will project works commence?

DD/MM/YY

Q46. When will the changes be in service (implementation start time)?

DD/MM/YY

Note: the commission cannot approve projects where the application for project plan approval is received after the date project works commence.

If project activities are to be carried out in stages, please provide an indicative schedule of works to be implemented (attach a separate document if necessary)

Click here to enter text.

Q47. What is the planned operating period start date (if there are any elements of forward creation)?

DD/MM/YY or N/A

Q48. What is the planned operating period end date (if there are any elements of forward creation)?

DD/MM/YY or N/A

This is a critical point to note!

# Project plan – Project timeframes

Indicative project timing

Q42. Have all relevant project approvals been obtained from all relevant regulatory bodies?

Choose an item.

If **no**, list details of the outstanding approvals

Provide a **list** of the project's required project approvals still outstanding, the relevant regulatory body, and expected time frame.

Q43. What is the baseline measurement start date?

DD/MM/YY

Q44. What is the baseline measurement end date?

DD/MM/YY

Q45. When will project works commence?

DD/MM/YY

Q46. When will the changes be in service (implementation start time)?

DD/MM/YY

Note: the commission cannot approve projects where the application for project plan approval is received after the date project works commence.

If project activities are to be carried out in stages, please provide an indicative schedule of works to be implemented (attach a separate document if necessary)

Click here to enter text.

Q47. What is the planned operating period start date (if there are any elements of forward creation)?

DD/MM/YY or N/A

Q48. What is the planned operating period end date (if there are any elements of forward creation)?

DD/MM/YY or N/A

What is an operating period in this instance?  
(There is a difference between operating period and reporting period)



# Project plan – M&V plan

**The next section of the application asks you to attach your M&V plan.**

## Measurement and verification (M&V) plan details

**Q49.** The commission requires an M&V plan consistent with the Principles in Chapter 4 of EVO 10000-1:2014 *International performance measurement and verification protocol (IPMVP) core concepts* published by the Efficiency Valuation Organisation in June 2014.

- There is no template for the M&V plan – this allows participants to submit M&V plans in their own format. However:
  - All plans must be consistent with the IPMVP core principles
  - All plans must clearly identify all IPMVP options used
  - All plans must justify the choices made in the plan

# Project plan – Risk plan

**The next section of the application asks you to upload a risk plan.**

## Risk management plan details

It is the AP's responsibility to assess and manage the risks of all aspects of PBA projects. The commission is responsible for assessing whether the project meets the *Victorian Energy Efficiency Target Act 2007*, the *Victorian Energy Efficiency Target Regulations 2008*, and the *Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017*. The commission has no operational health and safety (OH&S) jurisdiction in Victoria and is not responsible for ensuring OH&S requirements are met.

Under 10(c) of the *Victorian Energy Efficiency Target Regulations 2008*, VEECs cannot be created if the accredited person knew, or ought to have known that the prescribed activity was not undertaken in accordance with the provisions of the *Electricity Safety Act 1998*, the *Gas Safety Act 1997*, the *Occupational Health and Safety Act 2004*, the *Building Act 1993* or their respective regulations. If the commission becomes aware that a PBA project does not meet these provisions, the commission may not register VEECs from the project and may refer the matter to the relevant regulatory body to investigate.

**Q50:** For APs to demonstrate full compliance with relevant safety, OH&S standards and other relevant legislation, the commission requires a risk management plan. To be deemed complete, the risk management plan must provide the following (check off items to ensure completeness):

- Every project should already have a risk plan anyway – even the small ones.
- There are a number of things required of a risk plan (e.g. hazard identification and assessment of risk)
- Level of detail is up to the AP but should be appropriate for the scale of the project risks

# Project plan – Additional documents

**There are some other documents to be supplied with the project plan application. These include:**

- **Statutory declaration**
  - Declares that all information on the project plan application form is true and correct
- **Relevant documents, for example:**
  - Energy bill
  - Insurance documents (or insurance waiver)
  - Site diagrams
  - Project engineering drawings
- **Declaration**
  - Declarations specific to the project plan form

## 4. Impact report

# Impact report

**The impact report application form has not yet been released but it will include:**

- Upload of evidence of completion (e.g. receipts, commissioning report)
- A check on conformance to project plan (M&V plan)
- Baseline model and setting of the measurement boundary
- Operating/reporting period data
- Modelling
- Abatement calculations
- Persistence modelling
- Uncertainty/accuracy factors

# Impact report – subsequent reports

## Dealing with subsequent impact reports:

- **Forward creation** – can be “re-tried” twice to get the most accurate numbers
- **Annual/top-up** - we must see these reports every 12 months (however with top-up, we do not need to start seeing these reports until certificates are in surplus).

## 5. AM&VP's report

# AM&VP's report

## APs can choose the type of AM&VP report:

- **Basic verification report**
  1. Useful for more marginal projects – should be cheaper
  2. ESC will carry out the balance of the assessment – so may take longer to go through approvals process.
- **Detailed verification report**
  1. More expensive but covers off all aspects of assessment
  2. ESC undertake very basic checks, so may go through the approvals process more quickly.



## 6. Variations

# Variations

**Where some details change over the course of the project – you need to let us know.**

**Do this via an *Application for Variations* form which can be downloaded from the VEET website.**

# Variations

## Basic – fill out form:

Amended project details	
Q12. What are the amended project's main activities?	Provide a <b>statement</b> of 100 words or less that broadly describes the main activities that will be undertaken as part of the project
Q13. What variations are sought?	Provide a <b>statement</b> that names and describes the changes that are being sought from the previously approved form, plan or report.
Q14. Has the scope of services or scope of energy sources changed?	Provide a <b>statement</b> that describes any changes to the scope of services and/or scope of energy sources that are being sought from the previously approved form, plan or report.
Q15. Will the planned changes increase, decrease or maintain the project's energy savings?	Provide a <b>statement</b> of 100 words or less that describes the effect of the modifications on the project's level of energy savings
Q16. Is there a need for an updated site diagram showing the amended project? <i>If yes, please attach an updated site diagram</i>	<div>Y/N</div>
Indicative project timing	
Q17. Is there any change to the indicative timings of the project plan?	<div>Y/N</div>
Project finances	
Q18. What is the amended project's total cost?	<div>[\$1m etc.]</div>
Q19. What is the total estimated number of VEECs to be generated by the new project?	<div>[\$1m etc.]</div>

More complex variations are bespoke – fill out form, attach documentation and we will contact you to discuss further.

## 7. Further information

## FAQs

**There is a Hot topics (Frequently asked questions) document downloadable from the project-based activities page on the VEET website.**

This will be updated as and when we get more questions from stakeholders

# What's next

## Next release of documentation

- **Update to:**
  - Explanatory Note – Part 1: Activity guidance – Project-based activities – measurement and verification
  - Explanatory Notes – Part 2: Compliance requirements – Project-based activities – measurement and verification
  - VEET Guidelines
- **New Document:**
  - Application for Impact Report Approval

# Where can I get help?

- VEET website ([www.veet.vic.gov.au](http://www.veet.vic.gov.au)) has:
  - [Project-based activities page](#) information, links, downloads
  - [Publications page](#) guidance documents, forms, SAP Information Bulletin
  - [Legislation page](#) PBA regulations and M&V Methods and Variables
- Still have questions? Email the VEET inbox [veet@esc.vic.gov.au](mailto:veet@esc.vic.gov.au)
- Feedback is welcome on how you are finding implementing the PBA administration in practice

# Proposed changes to Schedule 34 Lighting Upgrade

Emma Jacobs – Victorian Energy Upgrades Manager  
Department of Environment, Land, Water and Planning



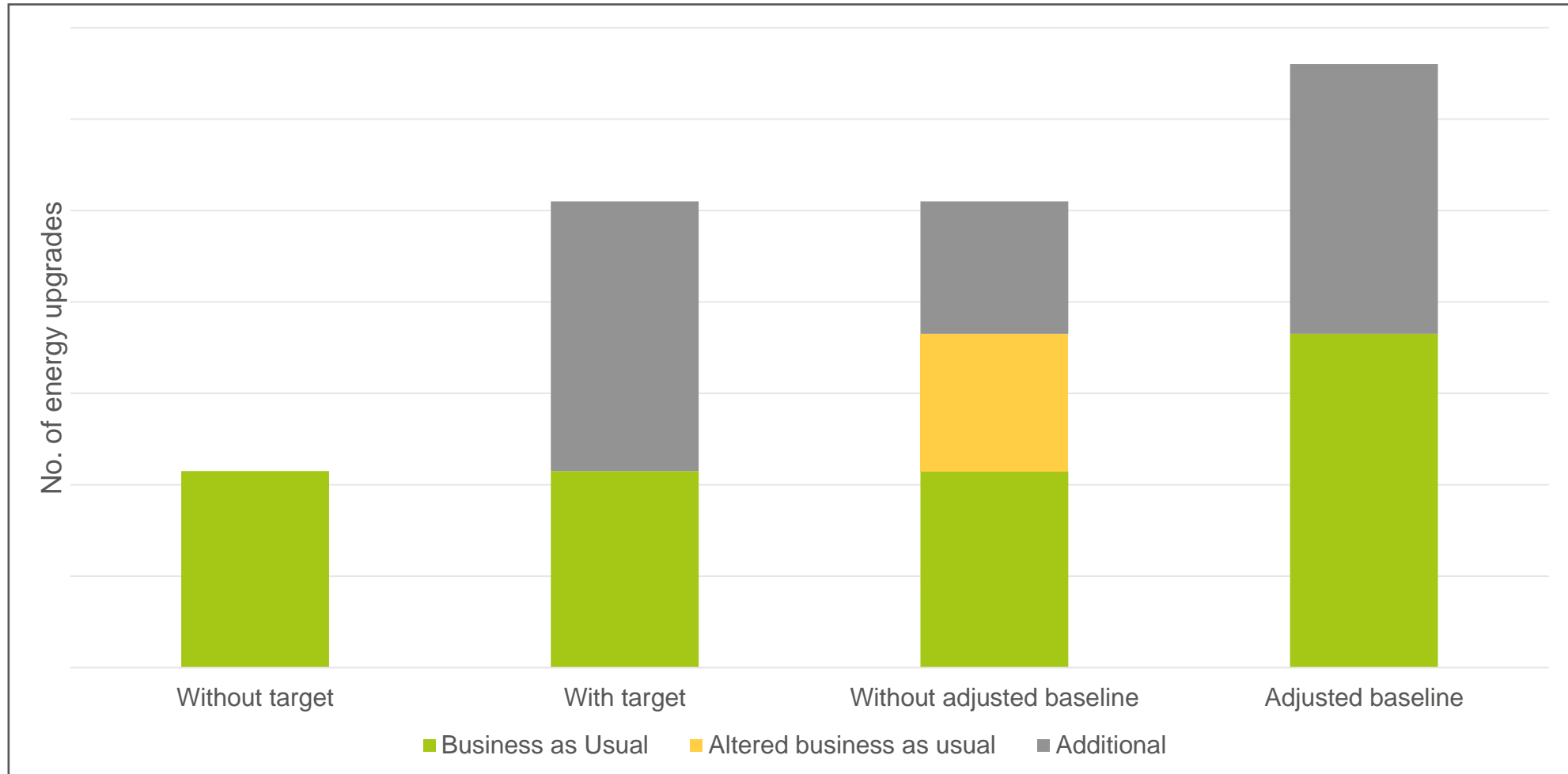


# Why are we making these changes?

- LED technology is evolving rapidly, lamps now:
  - Last longer
  - Have higher lumen output
  - Cost less
- Victorian Energy Upgrades has supported the roll-out of commercial lighting upgrades at scale across Victoria since 2016
- This has led to further price reductions



# Additionality



# Commercial lighting issues paper

- Released on 1 August 2017 as a discussion paper.
- Sought feedback on:
  - Remaining pool of opportunity for commercial lighting upgrades
  - Replacement of High intensity discharge (HID) lamps
  - Challenges in undertaking commercial lighting upgrades
  - Effect of VEEC trading price on Victorian Energy Upgrades participation
  - General Victorian Energy Upgrades participation experience.
- Twenty-four stakeholders provided a written response to this consultation.

# Your feedback

- Pool of opportunity modelling and HID lamp replacements
  - Assumptions underpinning modelling work have been revised
  - Final outputs to inform the Regulatory Impact Statement associated with remaking the VEET Regulations.
- Additionality in Victorian Energy Upgrades
  - Twenty-two stakeholders acknowledged changes to Schedule 34 were expected or required.
  - Stakeholders supported the introduction of a discount factor, a minimum co-contribution or both.

# Discount factor size

- Energy-efficient LED lighting is more cost-effective to install than certain conventional lighting technologies, including linear fluorescent and HID lamps.
- Replacement of conventional technology lamps with energy-efficient LED equipment is now business-as-usual when replacement occurs at the end of the incumbent lamp's life.

# Discount factor size

- Based on 2016 data, the proportion of updates which occurred at the end of the incumbent lamp's life was:
  - 20% of T8 or T12 linear fluorescent lamp replacements
  - 30% of HID lamp replacements
- Proposed discount factors of:
  - 80% for T8 or T12 linear fluorescent lamp replacements
  - 70% for HID lamp replacements

# Discount factor timing

- Feedback to issues paper discussed challenges experienced by Victorian Energy Upgrades participants
  - Stakeholders raised short notice periods for changes to the program as a business risk, and often referred to the VEEC forward contract market.
  - While other responses called for the immediate introduction of changes to Schedule 34 lighting.
- Proposed discount factors to be implemented in two stages
  - Attenuated factors for activities undertaken from 1 January 2018
  - Complete factors for activities undertaken from 1 April 2018.

# Proposed discount factors

Incumbent technology	Discount factor 1 Jan 2018 to 31 Mar 2018	Discount factor 1 Apr 2018 onwards
T8 or T12 linear fluorescent	0.9	0.8
Metal halide	0.85	0.7
Mercury vapour	0.85	0.7
High pressure sodium	0.85	0.7

- Discount factors will apply to upgrades undertaken after the discount factors is in place.
- An activity is defined to be undertaken on the day the lighting upgrade is completed as per Part C of Schedule 34 and the ESC's explanatory notes.
- The discount factors for HID lamps would not apply to upgrades of street lighting, outdoor lighting and other forms of non-building based lighting.



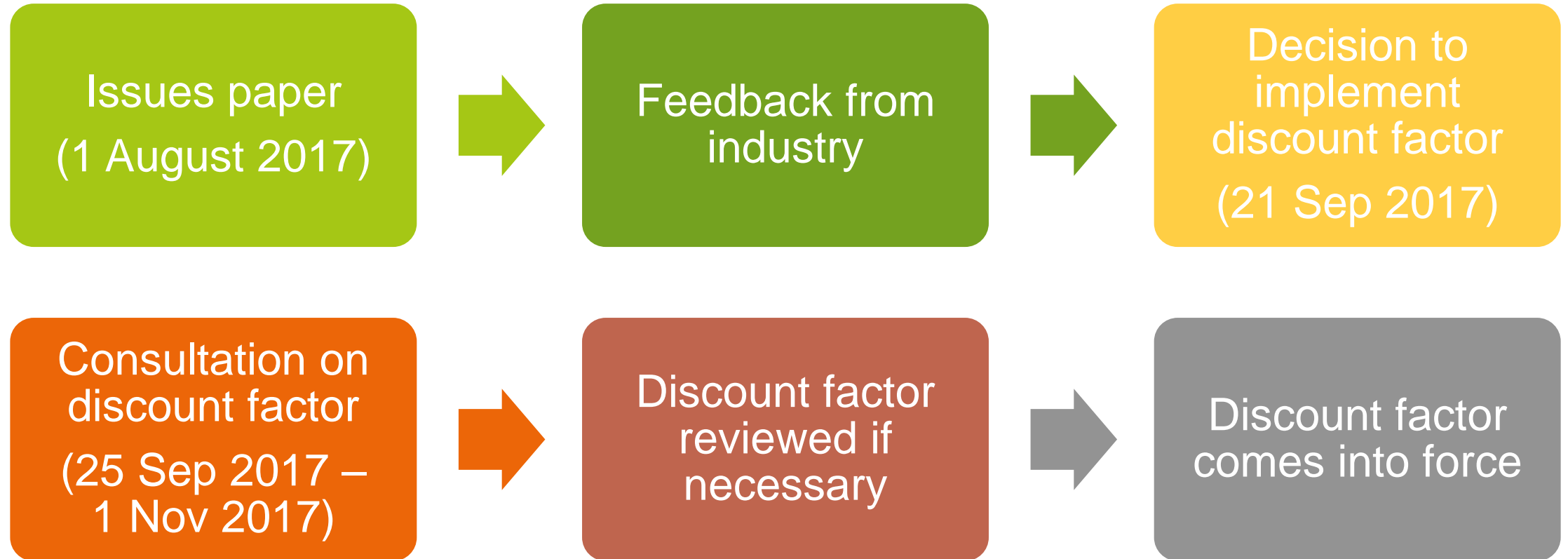
# Application of discount factor

- Regulation 10A of the *Victorian Energy Efficiency Target Regulations 2008* specifies how a discount factor is applied.
- Commercial lighting activities that replace T8 or T12 linear fluorescent lamps, or HID lamps in certain space types, will have the discount factor applied to them.

$$\begin{aligned}\text{Abatement} &= \text{Energy savings} \times \text{Abatement Factor} \times \text{Discount Factor} \\ &= (\text{baseline energy consumption} - \text{upgrade energy consumption}) \\ &\quad \times \text{Abatement Factor} \times \text{Discount Factor} \\ &= (\text{Equation 3} - \text{Equation 2}) \times 1.095 \times \text{Discount Factor}\end{aligned}$$

# Discount factor consultation

## *Process overview*



# Discount factor consultation

## *How to provide your comments*

- A consultation document was released on 25 September 2017 on <https://www.energy.vic.gov.au/energy-efficiency/victorian-energy-upgrades>.
- Responses to the consultation should clearly state the issue and can be provided either by email or by post.
  - Submissions may be emailed to [energy.upgrades@delwp.vic.gov.au](mailto:energy.upgrades@delwp.vic.gov.au)
  - Alternatively, responses may be submitted by post – refer to consultation document for details.
- Submissions must be received in writing by 5pm 1 November 2017.

# Accredited person communications

**Geoff Lamb**

Policy Officer , Planning & Development



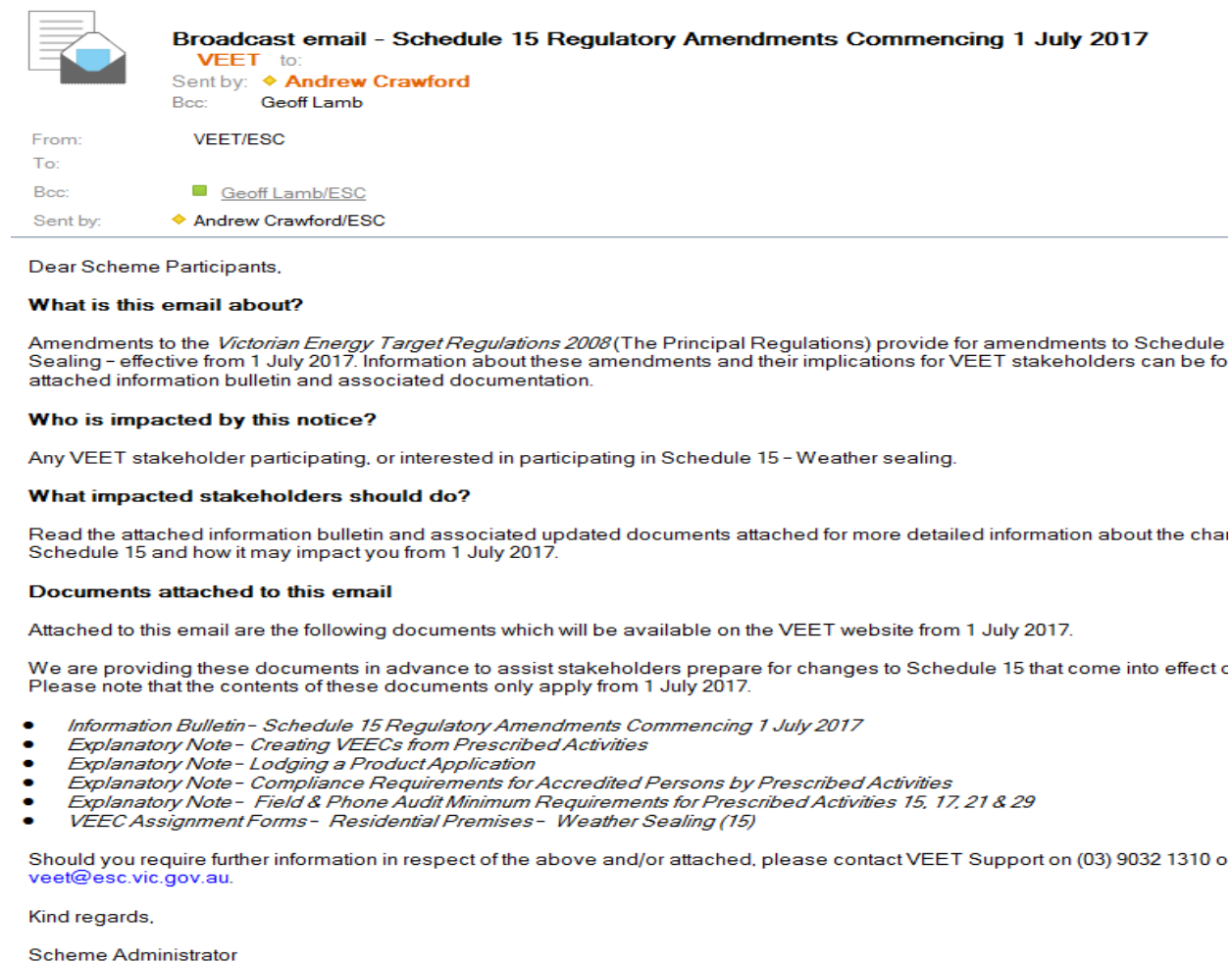
# Accredited person communications roadmap

- We hope to improve our communications by reducing email frequency and improving content presentation.
- Proposal:
  - Format and layout options.
  - Division into urgent/non-urgent communications.
- IT and platform changes required to implement.

We intend to improve our communications from their current form.

Current form:

- Large number of system generated and ad hoc emails.
- Differentiate between system generated and ad hoc emails via subject line.
- Provide subject matter near top to allow reader to quickly determine relevance.
- IT and platform constrain use of logos, fonts and provision of blank space.



# Proposed format and layout options

- Allow opt-out (for some users) of system generated emails.
- For ad hoc emails:
  - Plainer English.
  - Use logos, photos, blank space to increase readability.
  - Use hyperlinks to reduce bulk, allowing click through to website page for more detail.
  - See larger version on next slide...



## **Critical update: We've changed sch 15 weather sealing from 1 July 2017:**

We've made several changes to this schedule, including:

- introducing two new sub-schedules ([Schedule 15f: permanent chimney or flue seals](#), and [Schedule 15H: evaporative ductwork covers](#))
- [changing the number of VEECs that can be created by accredited persons for activities under this schedule](#) (they'll now be determined by the warranty period of the product installed)
- [changing administrative and compliance requirements including installation, geo-tagging and sealing](#)
- [removing some products from the 'approved' list](#)
- [changing the schedule's assignment form](#)

**Make sure you're familiar with these changes before you undertake activities under schedule 15.**

For more information on these changes, read the [attached fact sheet](#). If you'd like to ask us a question, contact the VEET support team on (03) 9032 1310 or [veet@esc.vic.gov.au](mailto:veet@esc.vic.gov.au).

## **[Critical update: We've changed [sch 15 weather sealing](#) from 1 July 2017:**

We've made several changes to this schedule, including:

- introducing two new sub-schedules ([Schedule 15f: permanent chimney or flue seals](#), and [Schedule 15H: evaporative ductwork covers](#))
- [changing the number of VEECs that can be created by accredited persons for activities under this schedule](#) (they'll now be determined by the warranty period of the product installed)
- [changing administrative and compliance requirements including installation, geo-tagging and sealing](#)
- [removing some products from the 'approved' list](#)
- [changing the schedule's assignment form](#).

**Make sure you're familiar with these changes before you undertake activities under schedule 15.**

For more information on these changes, read the [attached fact sheet](#). If you'd like to ask us a question, contact the VEET support team on (03) 9032 1310 or [veet@esc.vic.gov.au](mailto:veet@esc.vic.gov.au).



# Proposed urgent/non-urgent division

- Urgent emails as needed.
- Non urgent monthly update for everything else.
- Define urgent:
  - Regulatory updates on their implementation date.
  - High priority compliance notices.
  - Everything else non-urgent.
- We will attempt to schedule admin changes to dovetail with monthly update to reduce urgent emails.

## September 2017 Monthly update

**In this monthly update, we cover X, Y and Z.**

**Review the decommissioning evidence requirements for schedules 1, 3B, 5, 6, 7 and 8**

We've made updates that provide an allowance in some instances where you're not able to obtain geo-tagged photos. We may also consider provision of alternative evidence (such as a statutory declaration). Several resources on our website cover this issue in more detail, including:

- [Document title.](#)

For more information on these changes, read the [attached fact sheet](#).



**Make sure you're familiar with these changes before you undertake activities under the VEET scheme.**

**Urgent updates you already received during August 2017:**

- [We made updates to schedule 15 weather sealing that apply from 1 July 2017.](#)
- [We changed schedule XXXX.](#)
- [We notified XXX accredited providers about this update.](#)

If you'd like to ask us a question, contact the VEET support team on (03) 9032 1310 or [veet@esc.vic.gov.au](mailto:veet@esc.vic.gov.au)

## Next steps

This presentation is included in Forum pack on website for your direct feedback via email to **veet@esc.vic.gov.au**.

Happy to receive comments/questions from you now...

# Non-building based lighting

**Jack Brown**

Policy Supervisor - Planning and Development



# Non-building based lighting - overview

- Street, road, sports field and outdoor lighting not affixed to or in a building (this includes the space type *carpark – general, open air*)
- Administrative requirements released in August 2016:
  - AS 2560 – Australian standard for sports lighting
  - AS/NZS 1158 – Australian New Zealand standard for roads and public space lighting
- Different compliance requirements for distribution network service provider (DNSP) or road management authority (RMA) owned environments
- Different product requirements to building based lighting products
- Two APs publicly listed on the participant register

# Non-building based lighting - update

- Explanatory Note states – “if AS 2560 or AS/NZS 1158 is not applicable to the installation environment, please contact us”
- We are involved in active discussions with stakeholders – DNSPs, RMAs (councils) and APs
- We are interested in feedback, comments and questions

# Compliance & Enforcement Policy

**John Henry**  
Legal and Technical Advisor



# Compliance & enforcement policy



- The purpose of the compliance & enforcement policy is to outline our approach to promoting and enforcing compliance with the *Victorian Energy Efficiency Target Act 2007* and Regulations
- Draft policy published for consultation on 20 July 2017 and submissions closed on 18 August 2017
- There were two submissions
- The policy is yet to be approved by the commission. We expect the policy to be approved and a final version to be published by early November.

# Questions ?



# Victorian Energy Upgrades Public Forum



## Concluding remarks

**Jeff Cefai**

Director VEET, Essential Services Commission

# Victorian Energy Upgrades Public Forum



**Thank you for your attendance**

Please join us for a light lunch in the foyer

# Victorian Energy Upgrades

The Department of Environment, Land, Water and Planning develops policy for the Victorian Energy Upgrades program.

We administer the program as the 'Victorian Energy Efficiency Target scheme' under the *Victorian Energy Efficiency Target Act 2007*.

For more information, visit **veet.vic.gov.au**.



# Contact us



[www.esc.vic.gov.au](http://www.esc.vic.gov.au)



[/company/essential-services-commission](https://www.linkedin.com/company/essential-services-commission)



[@EssentialVic](https://twitter.com/EssentialVic)