

Managing activity duplicates and installer sign off at activity 21 installations



Information for VEU program participants

29 August 2019



Accredited persons must ensure that all justifications provided for 'duplicates' as part of VEEC creation are valid and relevant.



Licensed electricians must attend the installation premises for sign-off on the VEEC assignment form for installations for lighting activities 21A, 21C, 21D, 21E and 21F.

Overview

Activity duplicates

Premises that have previously received an upgrade under the VEU program are able to receive further upgrades provided the activity meets the relevant baseline and decommissioning requirements.

When an accredited person attempts to create VEECs for the same activity at an address previously claimed by another accredited person, a duplicate will be flagged on creation. Accredited persons are required to provide justification for activities flagged as a duplicate.

Through our audit program, we have identified instances where justifications provided for duplicate activities were irrelevant or inadequate.

Installer requirements for lighting activity 21

Our installer requirements for activity 21A, 21C, 21D, 21E and 21F require that installers be a licensed electrician (also known as an 'A Grade' electrician). However, work may also be performed by the holder of a supervised worker's licence (L) or (ES) (i.e. apprentices) provided





they are effectively supervised by an A Grade electrician in accordance with the guidance outlined in Energy Safe Victoria's supervising framework.¹

We have received a query from program participants whether a licensed electrician is required to attend premises for an activity 21A installation.

Requirements for accredited persons

Activity duplicates

Accredited persons must collect and maintain all relevant evidentiary documents specified for each activity type, including VEEC assignment forms, geo-tagged photos (where required), and recycling invoices (where required).

Accredited persons must investigate and be able to provide valid reasons for any duplicates flagged upon creation. For example, an accredited person may justify the duplicate as being a result of a new tenant moving in to an address where the same activity had previously been undertaken in respect of a previous tenant.

A justification stating 'replaced all existing lamps within the premises' is not a valid reason for a duplicated activity under lighting activities.

We may issue requests for further information (RFIs) to verify that the activity is eligible. All evidentiary documents must be accurate and support the activity at the stated address, including substantiating the justification for a duplicated activity.

Failure to provide adequate justification and the requested evidence may result in delays or refusal to register VEECs.

Accredited persons should ensure that they have effective compliance monitoring systems in place to detect and justify duplicates.

Installer requirements for lighting activity 21

Accredited persons and their licensed electricians are responsible for ensuring they are providing effective supervision of any work performed by apprentices for installations undertaken under activities 21A, 21C, 21D, 21E and 21F of the program. The licensed electricians are required to sign off on the VEEC assignment form for installation of these activities.

¹ In particular the elements of effective supervision outlined in <https://www.esv.vic.gov.au/technical-information/electrical-installations-and-infrastructure/electrical-technical-guidelines-and-determinations/requirements-for-the-effective-supervision-of-apprentice-electricians/>





The commission's position is that effective supervision for activities 21A, 21C and 21E (which do not necessarily involve wiring work) requires the licensed electrician to, at minimum, attend the installation premises for sign-off on the VEEC assignment form for the installation.

Activity Guide

We have updated our Space Conditioning, Shower Rose and Incandescent Lighting Activity Guide to provide clarification on our above position in respect of installer requirements for activities 21A, 21C, 21D, 21E and 21F.

The activity guide has also been updated to:

- clarify our position that existing inoperable lamps are eligible to be replaced under lighting activities 21 (as communicated in our [information bulletin](#) of 19 April 2018)
- remove the transition arrangements in respect of installation of non-omni directional lamps (which came to an end on 31 July 2019).

Where to get help

If you have any questions about matters set out in this document, please contact VEU Support on (03) 9032 1310 or veu@esc.vic.gov.au.

