

INFORMATION BULLETIN – SCHEDULE 34 NEW ADMINISTRATIVE REQUIREMENTS: NON-BUILDING BASED LIGHTING UPGRADES

Version 1.0 – 1 August 2016

The Victorian Energy Efficiency Target (VEET) scheme is a Victorian Government initiative promoted as the *Energy Saver Incentive*.

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1 WHAT THIS BULLETIN IS ABOUT

This document contains information about new administrative requirements that the Essential Services Commission (ESC) will introduce on 1 August 2016. These updates to the ESC's administrative arrangements have been made to accommodate the changes made to Schedule 34 of the *Victorian Energy Efficiency Target Regulations 2008* (the Regulations) on 1 January 2016 to include lighting upgrades undertaken on a road or in a public or outdoor space, or involving the replacement of traffic signals¹. These types of upgrades are regarded as “non-building based” (NBB) lighting activities.

2 WHO IS IMPACTED BY THESE CHANGES

The category of scheme participant who is impacted by this change:

- Accredited Persons (APs) who undertake, or intend to undertake, prescribed activities under Schedule 34 – Lighting Upgrade.

3 BACKGROUND

This document focuses on the administrative requirements that will be released on 1 August for NBB lighting upgrades. These new requirements were made in response to the specific risks associated with the environmental and installation circumstances in which these activities may be undertaken, including working at heights, traffic management, public safety, and premature failure of products due to inadequate or inappropriate design, manufacture and/or installation.

To mitigate these risks, specific NBB lighting upgrade administrative and compliance requirements will apply, including for accredited person (AP) accreditation, product approval, and installer training and qualifications. Additionally, only installation environments that fall within the scope of the AS/NZS 1158² standard series will be eligible under the Victorian Energy Efficiency Target (VEET) scheme. Compliance with these requirements is deemed necessary to ensure that the additional risks associated with NBB lighting upgrades are appropriately managed.

4 NEW ADMINISTRATIVE AND COMPLIANCE REQUIREMENTS

The new requirements under Schedule 34 for NBB lighting upgrades are summarised below:

1. A separate AP accreditation for NBB lighting upgrades.
2. A separate approval for products installed under NBB lighting upgrades.

¹ Please note: Traffic lights are currently **not included** in the purposes of VEET NBB lighting activities at this time.

² Please note: AS/NZS 1158.5 – Part 5: *Tunnels and underpasses* is currently **not included** as a relevant AS/NZS 1158 part for the purposes of VEET NBB lighting activities at this time

3. Compliance with AS/NZS 1158.
4. Compliance requirements specific to metered³ and unmetered⁴ environments.
5. Additional declaration and qualification requirements:
 - a. A supervising electrician must provide their details and sign the activity assignment form.
 - b. A suitably qualified lighting designer responsible for producing the design and verifying that the installation of the lighting upgrade complies with relevant parts of AS/NZS 1158.
6. Installer training and qualification requirements that include declarations by the Upgrade Manager and an appropriate AP representative that the relevant installer training and qualification requirements have been identified and complied with.

4.1 Separate AP accreditation for NBB lighting upgrades

To ensure that APs wishing to operate in NBB installation environments fully understand the risks and have appropriate processes in place to undertake activities safely, it is a requirement that APs gain a separate approval from the ESC to undertake NBB lighting upgrades. For this approval, APs will need to outline their:

- quality and/or safety management systems, including safe work methods commensurate with the risks that may be encountered in undertaking NBB lighting activities
- training procedures and the maintenance of training records of employees and/or subcontractors, and
- how they will incorporate applicable NBB installation and performance standards (e.g. AS/NZS 1158) including the ability to access qualified or experienced lighting practitioners.

4.1.1 What does this mean for VEET Stakeholders?

APs **already approved for Schedule 34** building based (BB) activities will need to complete the *Schedule 34 Non-building Based Lighting Upgrade Application Form*.

APs that are **not already approved for Schedule 34** building based (BB) activities are required to complete the *Schedule 34 (BB) activities as well as the Schedule 34 Non-building Based Lighting Application Form*.

For Further information on AP accreditation requirements please refer to *Explanatory Note: Non-building Based Lighting Upgrade Part 1 – Activity Requirements*.

³ Metered - A lighting asset for which the energy consumption is recorded and/or charged for via an electricity meter. These assets are generally not owned or maintained by a DNSP or RMA (e.g. VicRoads)

⁴ Unmetered - A lighting asset for which the energy consumption is charged for via an unmetered arrangement. Where the lighting assets are generally owned or maintained by a relevant DNSP or RMA (e.g. VicRoads)

4.2 Separate product approval for use in NBB lighting upgrades

There is a new Schedule 34 'emerging' lighting category for NBB lighting products, 'LED luminaire – Non-building based'⁵. Only products approved under this category will be eligible for installation in NBB lighting upgrades under Schedule 34 of the VEET Regulations.

The Schedule 34 product approval requirements for NBB lighting products differ significantly from the existing BB lighting requirements. Additional product approval requirements for NBB lighting products include:

- compliance with specific safety standards supported by safety certificates
- Ingress Protection (IP) rating evidenced by test reports, and
- photometric and efficacy requirements demonstrated by an IES LM-79-08 test report and corresponding photometric files.

For further information on the product approval requirements for Schedule 34 NBB lighting products, please refer to relevant section of the *Explanatory Note: Lodging a Product Application*.

4.2.1 What does this mean for VEET stakeholders?

Products currently approved by the ESC for use under Schedule 34 BB lighting upgrades will **not** be automatically eligible for installation in NBB environments. Applicants who wish to have NBB lighting products approved should familiarise themselves with the product approval requirements and submit an application under the 'Schedule 34 product category 'LED luminaire – Non-building based'.

4.3 Compliance with AS/NZS 1158

All NBB lighting upgrade activities must meet the applicable performance and design requirements of the relevant subcategory of the relevant part of AS/NZS 1158.

The AS/NZS 1158 standard covers lighting schemes for roads and outdoor spaces. It is premised on designing NBB lighting schemes with three aims in mind:

- the facilitation of safe movement
- the discouragement of illegal acts, and
- contributing to the amenity of an area through increased aesthetic appeal.

⁵ If an emerging technology other than LED is proposed, please contact the ESC for further guidance.

The safe movement of people is noted as the primary aim of any NBB lighting scheme, and because of this, AS/NZS 1158 is divided into two main categories:

- Category V – lighting designed for roads where the needs of motorists are the most important factor, and
- Category P and PX – lighting designed for roads and outdoor spaces where the needs of pedestrians are the most important factor.

For further information on compliance to AS/NZS 1158 please refer to *Explanatory Note: Non-building Based Lighting Upgrade. Part 1: Activity Guidance* and *Part 2: Compliance Requirements*.

4.3.1 What does this mean for VEET Stakeholders?

New compliance requirements have been introduced that outline what types of evidence the ESC will accept to show compliance with AS/NZS 1158. APs should familiarise themselves with these requirements by reading the new *Explanatory Note: Non-building Based Lighting Upgrade Part 2: Compliance requirements*.

Please note:

- NBB lighting upgrades undertaken in metered and unmetered installation environments have different compliance requirements. For more information, please see Section 5 of *Explanatory Note: Non-building Based Lighting Upgrade Part 2: Compliance requirements*.

4.4 Additional declaration required for NBB lighting upgrades

In addition to the upgrade manager verifying the upgrade and supporting documentation, declarations are also required by the:

- Supervising Electrician: this person will be required to provide their details (including their electrician licence number) and to sign the activity assignment form.
- Lighting Designer: this person will be required to verify that the design and installation of the lighting upgrade meets the requirements of AS/NZS 1158 standard.

4.4.1 AS/NZS 1158 Lighting designer qualification requirements

The lighting designer responsible for producing the design and verifying that the lighting upgrade complies with AS/NZS 1158 must hold the following minimum qualifications:

- *Metered installations*: must be a Member of the Illuminating Engineering Society of Australia and New Zealand (MIES) or higher
- *Unmetered installations*: must be approved by the relevant DNSP⁶ or Road Management Authority (i.e. VicRoads).

⁶ Distribution Network Service Provider (e.g. SP Ausnet)

Minimum lighting designer qualifications have been put in place to ensure that all NBB lighting upgrades are undertaken to the highest practical standard, considering the additional risks and environmental factors associated with NBB lighting upgrades.

4.4.2 What does this mean for VEET Stakeholders?

AP are encouraged to familiarise themselves with these new requirements by reading the following documents.

- *Explanatory Note: Non-building Based Lighting Upgrade. Part 1: Activity Guidance*
- *Explanatory Note: Non-building Based Lighting Upgrade. Part 2: Compliance Requirements*
- *Non-building Based Lighting Upgrade (34) - Assignment form template*
- *Non-building Based Lighting Upgrade (34) - Data summary template and AS/NZS 1158 compliance declaration template*

4.5 Additional installer training and qualification requirements

Lighting upgrades undertaken in NBB environments may be subject to greater risks than for building-based environments, with many of these risks found at an installation level. It is therefore a requirement that APs undertake installer training requirements and qualification assessments prior to an activity being undertaken.

To this end, the ESC has created a new document, *Non-building Based Lighting Upgrade (34) - Training identification matrix and installer qualifications declaration*

In addition, to confirm that the training requirements identified in the Training Identification Matrix have been met and that installers had the appropriate training at the time of installation, the Upgrade Manager and appropriate representative of the AP (e.g. compliance manager) are required to also provide and sign off on all installer qualifications as part of the activity documentation submission.

4.5.1 What does this mean for VEET Stakeholders?

APs should familiarise themselves with these new requirements by reading the following documents:

- *Explanatory Note: Non-building Based Lighting Upgrade. Part 1: Activity Guidance*
- *Explanatory Note: Non-building Based Lighting Upgrade. Part 2: Compliance Requirements*
- *Non-building Based Lighting Upgrade (34) - Training identification matrix and installer qualifications declaration*

5 NEW AND UPDATED DOCUMENTS

Schedule 34 is now divided into two parts, referred to as building based (BB) lighting upgrade and non-building based (NBB) lighting upgrade. As a result, changes to existing guidance materials under Schedule 34 have been made and new documents created. These documents are listed below.

5.1 Changes to existing documents

The existing guidance materials that have been updated as part of the introduction of NBB lighting are:

- The name of the existing *Explanatory Note – Commercial Lighting Upgrade* has been changed to *Explanatory Note – Building Based Lighting Upgrade. Part 1: Activity Guidance*
- The compliance requirements for Schedule 34 that were under the existing *Explanatory Note – Compliance Requirements for Accredited Persons by Prescribed Activities* have been moved to a new document *Explanatory Note – Building-based Lighting Upgrade. Part 2: Compliance Requirements*

5.2 New guidance materials and forms

A suite of new guidance materials and templates listed below have been created for NBB lighting upgrades to help APs understand how to participate in NBB lighting upgrade activity under Schedule 34:

- *Explanatory Note – Non-building Based Lighting Upgrade. Part 1: Activity Guidance*
- *Explanatory Note – Non-building Based Lighting Upgrade. Part 2: Compliance Requirements*
- *Schedule 34 Non-building Based Lighting Upgrade Application Form*
- *Non-building Based Lighting Upgrade (34) - Documentation pack coversheet template*
- *Non-building Based Lighting Upgrade (34) - Assignment form template*
- *Non-building Based Lighting Upgrade (34) - Data summary template and AS/NZS 1158 compliance declaration template*
- *Non-building Based Lighting Upgrade (34) - Training identification matrix and installer qualifications declaration*

6 ELIGIBLE ENVIRONMENTS UNDER NBB LIGHTING UPGRADE

From 1 August 2016, only installation environments that fall under the scope of AS/NZS 1158⁷ will be eligible for upgrades. The ESC is currently developing guidance for a number of other installation environments that fall outside this scope. These additional administrative and compliance requirements will be released in due course with those likely to be more widely anticipated than others (for example open air car parks) to be developed as a priority.

The list of installation environments currently under consideration for inclusion at a later date are:

- Car parks – general (open air)
- Traffic signals
- Sports fields
- Tunnels and underpasses (AS/NZS 1158.5 – Part 5)

7 ACTIONS YOU SHOULD TAKE

APs should familiarise themselves with the new requirements contained in the guidance documents listed in Section 5 of this document before applying for accreditation or products or uploading activities under NBB lighting.

8 WHERE TO GET HELP

Due to the complexity and number of requirements introduced for NBB lighting upgrades, APs will be invited to meet with staff from the ESC where they will have an opportunity to clarify any questions they may have regarding these new requirements. A time and date for this information session is still to be determined, but will be communicated to stakeholders in due course.

If you have any questions in respect of matters set out in this information bulletin, please contact VEET Support on (03) 9032 1310 or veet@esc.vic.gov.au.

9 LEGAL CONTEXT FOR THIS DOCUMENT

This document should not be relied upon as substitute for legal advice and should be read in conjunction with the amended Regulations. In the event of inconsistency between this document and the Regulations, the content in the Regulations takes precedence.

⁷ Please note: AS/NZS 1158.5 – Part 5: Tunnels and underpasses is currently **not included** as a relevant AS/NZS 1158 part for the purposes of VEET NBB lighting activities at this time.