

# Guideline for the Conduct of Non-mandatory Remote Video Inspections (RVIs)

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## Disclaimer

This document is intended to be a guide, only. It is not intended, in any way, to be a substitute for the Building Act 1993 (Vic) or its associated regulations. This document does not constitute professional advice, and does not contain an exhaustive description of the steps or matters required to be followed to carry out an inspection of building works. The VBA is not liable for any actions or inactions which you undertake as a result of relying on the contents of this document, nor for any loss suffered as a result of any such reliance.



## 1. Purpose

A remote video inspection (**RVI**) is an inspection of a building and plumbing work or building and plumbing elements that uses video technology to allow the inspection to be performed remotely.

These guidelines outline principles and considerations for establishing an RVI procedure within existing business practices, to support the operation and fulfillment of services in the building and plumbing industry.

RVIs may employ readily available technology to conduct **non-mandatory** inspections in Victoria, where suitable conditions prevail, such that compliance with relevant legislation is assured, public safety risks are mitigated and quality, safe and compliant outcomes continue to be achieved.

### 1.1. Scope

These guidelines apply only to **non-mandatory** inspections of building and plumbing work for the purposes of carrying out functions that support any or all of the following:

- Monitoring programs carried out by Relevant Authorities
- National Construction Code and referenced standards
- *Domestic Building Contracts Act 1995 (Vic)*
- Contractual requirements
- Consulting services
- General project management and monitoring functions

This guideline outlines minimum practical technology, personnel, safety and procedural requirements for RVIs to be conducted. It does not consider the use of advanced technology such as aerial imagery and drones.

While RVIs may be considered for recorded video, photographs or other media types, these guidelines are intended for live video feed between the operator and the responsible person using a handheld or handsfree smartphone, HD video camera device or similar.

Including RVIs as part of business practices should complement, rather than replace, traditional in-person inspections. For example, adopting an RVI may aid in reducing the distance travelled and time savings for inspection, allow consultants to appraise construction elements and provide guidance more readily or provide additional options for meeting contractual milestones. These guidelines are designed to aid in establishing RVIs within a suite of inspection, consultancy, monitoring and quality assurance services.

An RVI program for **non-mandatory** inspections under these guidelines does not comply with the *Building Act 1993 (Vic)* (**Building Act**) and Building Regulations 2018 with respect to the conduct of mandatory inspections and statutory functions, in person, by a prescribed class of registered or licensed practitioner within the meaning of the legislation. **Appendix C** outlines the legislative framework relevant to these guidelines. In adopting these guidelines, consideration should be given the framework to ensure statutory obligations are met, depending on the individual circumstance. Further, complex building elements and systems and/or buildings considered to be of high risk with regard to occupancy profile and significant life-safety consequences in the event of non-compliance should not be considered appropriate for RVIs.

## 1.2. Background

The building and plumbing industry is becoming increasingly reliant on available and emerging technology for project and service delivery standards and maintaining connections in the absence of physical presence.

Current Victorian legislation governing the conduct of mandatory inspections requires mandatory notification stages of building work to be conducted 'in person'. However, there are a range of reasons to conduct a **non-mandatory** inspection that perform an important function to monitor and evaluate building and plumbing work for quality, safety, conformity and contractual reasons.

It is important to note that RVI is not intended to be less rigorous than an in-person inspection. Rather, RVI should be employed to achieve the same (or enhanced) results as an in-person inspection.

## 2. Safety

Workplace health and safety laws apply to the conduct of personnel on site and at the remote location of the responsible person.

In scheduling the RVI and on the day of inspection it will be necessary for the operator and the responsible person to undertake an assessment of the time of day, prevailing weather conditions and site safety induction and compliance. The assessment will inform a determination as to whether the RVI can be conducted safely. If it is determined that an RVI cannot be conducted safely, and appropriate treatments cannot be identified, the inspection must proceed in-person.

These important factors will need to be addressed on a case-by-case basis. Site personnel walking the site with a video device need to be trained on the risks it poses to site safety. It is important to remain aware of surroundings while conducting video activities and discussions.

Handsfree devices should be used wherever possible to allow the operator the freedom to move in and around the site safely, making use of handrails and the like.

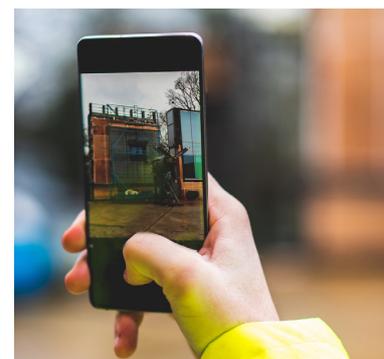
Under no circumstances should RVIs be operated while using machinery, vehicles and tools. An RVI must be suspended if it is necessary to travel to a different location or operate machinery to observe an element. Where tools are required to gain access to or measure an element, appropriately trained site personnel should be in attendance to conduct this work while the operator remains in control of the RVI.

## 3. Technology

Minimum tools and equipment required to adequately conduct RVIs should be based on commonly available consumer technology. See also **Appendix B: Technology** for detailed recommendations on minimum hardware, software and other technical requirements.

The minimum standards for the equipment and systems required to conduct, record and retain a record of an RVI are:

- Minimum 2-megapixel, HD video capable camera;
- A device, such as a smartphone, capable of recording video;
- Reliable and secure internet connectivity via a cellular service, Wi-Fi or other means for both onsite and at the remote location of the responsible person, to achieve the following minimum standards;



- Latency (ping): recommended - less than 150 milliseconds
- Download speed: minimum - 0.8 megabits per second, recommended - 1.1 megabits per second or better
- Upload speed: minimum - 0.25 megabits per second, recommended - 0.7 megabits per second or better

<sup>1</sup>Performance can be tested at [www.speedtest.net](http://www.speedtest.net) or a speed testing application

- Meeting platform to support scheduling, conduct and recording of the RVI;
- Software that captures consent of participants in accordance with legislative requirements for the purposes of:
  - Recording inspections; and
  - Consent to exercise regulatory powers of entry, where applicable.

The software should provide a reliable and secure connection, that all parties performing the RVI are comfortable using, and a degree of clarity required to satisfy the responsible person.

Multiple technologies/platforms are readily available and easy to use, including Microsoft Teams, Skype for business, Cisco Webex, and Jabber. Using a meeting platform to conduct the inspection allows the responsible person and the operator to communicate verbally while the operator films the inspection with the device.

The adopted platform should allow parties to record the inspection. This is particularly important to ensure the responsible person can refer to the video at a later point when completing any reports (refer **section 3 – Procedure** or consent requirements).

#### **Example: Is my available equipment suitable?**

A registered domestic builder is in the process of completing an excavation for a concrete slab in reactive clay, in an outer metropolitan suburb. The builder has come across some abnormal soil conditions that will impact the preparation of the footings and has asked the structural engineer to inspect and provide further guidance.

The structural engineer has indicated a preference for completing the inspection by RVI. In preparation for the inspection the parties agree to set up the meeting using Skype; however, the Builder advises he regularly experiences network dropouts while on site due to the location and isn't confident the remote inspection can be completed without interruption.

The structural engineer suggests the use of a Wi-Fi dongle to ensure secure access to a stronger Wi-Fi network. The builder agrees to try the dongle, but they also make arrangements for a subsequent in-person inspection so the engineer can accurately document the circumstances to support compliance with the building permit.

## **4. Personnel**

Operators are typically site personnel that would ordinarily accompany the responsible person during an in-person inspection.

The responsible person should ensure that operators on site responsible for using the RVI technology demonstrate building and plumbing technical knowledge commensurate with the nature of the inspection being conducted.

## Personnel on site who might be considered suitable to operate the RVI may include:

- A registered building practitioner registered in the class or category of the subject building
- A licensed or registered plumber in the category or class of plumbing work
- Chief Officer, Authorised Person, relevant authorities, public officials
- Relevant tradesperson who installed or constructed the element being inspected or subcontractor who installed the specific system
- General contractor for the building
- Project Manager or Site Foreman
- Employee of the registered practitioner responsible for the site or in the employ of the responsible person
- Approved third party<sup>^</sup>

<sup>^</sup>An approved third party may be a registered building practitioner, such as a licensed or registered plumber, registered in the category or class of building being inspected. It may also include a skilled RVI technician (accompanied by a building or plumbing professional). The responsible person should approve the third party operator as a means of ensuring independence to the operation of the RVI.

RVIs present a valuable opportunity to provide access to an inspection experience for the purposes of training and development. The parties to an inspection may agree to additional attendees at either remote location for this purpose. Additionally, the parties to the inspection may agree to the recording of the inspection for the purposes of training and development (refer to **section 3 – Procedure** or consent requirements).

As for in-person inspections, it is not considered acceptable practice for an unregistered or underqualified person to act in the primary role of the operator or the responsible person for the purposes of these guidelines.

### Example: Selection of personnel

A single dwelling is being constructed by a registered domestic builder. The architectural design prescribes the use of a bespoke kitchen fixture that the builder has limited experience with. The Builder consulted with the architect, seeking guidance on the appropriate installation method and placement of the fixture.

The architect, in the capacity of the responsible person, determined that an RVI would be suitable to observe the site circumstances in greater detail in order to provide advice. The architect requested that the builder and the joinery sub-contractor be present at the inspection, given their knowledge of the elements to be inspected and their responsibility to install the fixture correctly, in accordance with the Domestic Building Contract.

## 5. Procedure

### 5.1. Principles

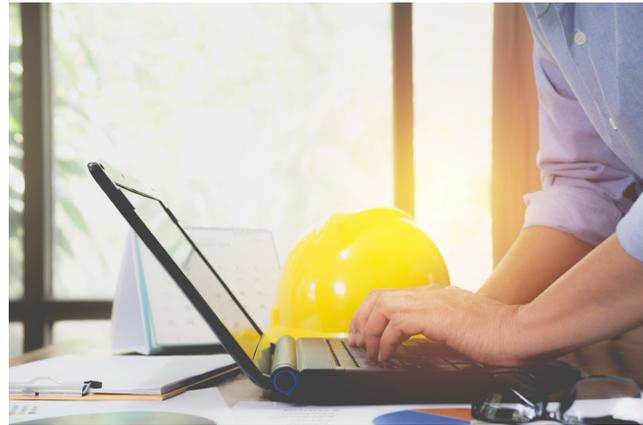
The following principles apply to the selection and conduct of RVIs:

- **Live Feed:** RVIs must be conducted live. Pre-recorded RVIs are not permissible under these guidelines.
- **Reliable Connectivity:** The operator and the responsible person must have the means to clearly communicate with each other for the duration of the inspection.
- **Authority:** The responsible person directs the operator in the conduct of the RVI to ensure all required elements are inspected to the level of detail required to determine the inspection outcome.
- **Safety:** The Operator must conduct the inspection having regard to the requirements of the responsible person, their own safety and the safety of others on site.

## 5.2. Initiation

An inspection under these guidelines may be initiated by the permit holder, parties to a contract, an individual responsible for the building or plumbing work. In some cases, the responsible person may request an inspection to take place for the purposes of determining conformity with legislation, standards, benchmarks, contracts, manuals and guidelines.

The responsible person should ensure that the parties to the inspection are referencing the current approved version of the construction documentation.



Where legislation requires consent of the occupier or a party to the inspection, the appropriate prescribed form or written consent must be obtained. This can be completed electronically using a software that satisfies the requirements of the Electronic Transactions (Victoria) Act 2000 (Vic), for example, DocuSign.

### **Example: Who could initiate an inspection?**

A registered domestic builder is carrying out work to construct a new dwelling in a metropolitan suburb. While completing a site set out and a site cut, the builder finds that the levels provided on the building permit plans are incorrect. He considers that the resulting excavations may undermine the adjoining property.

Before proceeding further, the builder contacts the Relevant Building Surveyor (RBS) to seek guidance. The RBS advises that the new information indicates an assessment for potential protection works as necessary, however, is unable to attend the site as promptly as desired given the importance of the potential protection work. They agree to conduct an RVI so the RBS can observe the site condition in greater detail.

By the end of the day, the RBS determines the need for protection works. The builder secures the excavation and commences the process for amending the documentation for further assessment.

## 5.3. Inspection type

Only non-mandatory inspections can be completed under this guideline.

Not all building and plumbing elements will be suited to an RVI. The responsible person should consider any request for an RVI having regard to the scope and complexity of the inspection and level of detail required to determine the inspection outcome.

Consideration should also be given to the location of the building or elements being inspected with regard to safe access, visual quality and connectivity. For example, inspection of basements or video streaming in lifts or other restricted areas may interrupt the live feed or internet connection leading to a poor inspection outcome and the need to inspect in-person.

Regardless of the mode of inspection, responsible parties to building and plumbing work that have a duty of care or implied warranties, applicable to their role, must ensure they carry out their functions to a satisfactory standard. Consideration should be given to the level of detail, evidence and records necessary to identify and address potential defects and deficiencies in determining an appropriate mode to complete the inspection.

### **Example: Is an RVI appropriate?**

A registered domestic builder is carrying out work incorporating a two-storey addition to an existing dwelling. Part of the works include wet areas to a new bathroom on the second floor, situated above the existing ground floor living room.

The bathroom work has been completed but the remainder of the building work is still in progress. The owner notices a water leak from the ground floor living room and reports it to the builder. Following initial investigations, the builder can't locate the source of the defect. She has concerns for the integrity of the waterproofing membrane to the bathroom, as well as the surrounding structural framing.

A waterproofing expert advises he can provide services to investigate the leak, but must travel some distance for an in-person inspection. He advises he could reduce the price of his services by conducting an RVI.

The builder assesses the request and determines an RVI would not be appropriate in this case due to the restricted access to the area in question and the consequences of inadequately fixing the defect in her work.

## **5.4. Operation of RVI**

All parties to the RVI, either on site or remote, should identify themselves and their role. If more than one party is on site for the RVI, each party is to identify themselves when speaking.

It is necessary to consider an approach that sets the context of the inspection to adequately determine the inspection is being conducted on the relevant allotment and where the element/s are located on allotment or within the building to assess against relevant documentation.

**Consider means to accurately demonstrate that the RVI is occurring at the correct location including:**

- Determining the site location
- Determining the specific location within a building (for example, what room and/or storey)
- Utilise geolocation and/or mapping tools in the technology and systems adopted

The responsible person should direct onsite personnel, subject to safety considerations of the on-site operator, to provide sufficient footage of building or plumbing works in order to form an opinion that the work satisfies the necessary requirements for the purposes of the inspection.

It is important for the responsible person to gain an appreciation of the site (wide pan view of building site or element) to provide context and assess the process for inspection to observe the relevant elements.

The responsible person may choose to record the live feed of the inspection for future reference and as evidence of the inspection. Where this occurs, consent of all parties to the inspection is required to comply with the *Privacy and Data Protection Act 2014* (Vic).

The quality of the RVI is highly dependent on the technology, network connectivity and the operator. It is recommended a handsfree device, or similar, is used by the operator. This ensures steady vision and allows the operator to move more safely around the site.

While performing the inspection, it is important to engage in dialogue. Similar to an in-person inspection, an RVI should allow all parties to communicate about what is being reviewed. Be sure to ask questions, provide information when requested, and review any possible areas of confusion.

A contractor or appropriate subcontractor should be available to answer questions about the project or specific element being inspected.

Adequate time should be allotted to conducting the RVI. As it would during an in-person inspection, it may be necessary to slow down, for example, to re-consider an element, resulting in the responsible person requiring the operator to show a different angle, measure, pan out or zoom to satisfy their requirements.

Before moving from one element to another or at the conclusion of the inspection, the operator and responsible person should confer to ensure imagery taken, such as video and photos, are clear and satisfactory. For example, checking that imagery is not blurry or taken in poor light, to ensure that it's an accurate record of what was observed.

## 5.5. Inspection Conclusion

Documenting the inspection should follow the usual process and requirements of an in-person inspection.

Where relevant, an inspection, stage or progress is not considered verified until the responsible person provides written determination of the inspection result. For example, where a contract requires a responsible person to inspect and verify that the type or quality of material installed meets a project specification, the contractual requirements would not be satisfied until the determination of the responsible person was documented.

RVIs do not negate the need for certificates, endorsements, approvals or other verification by responsible persons, consultants or contract parties that would ordinarily be required and/or to satisfy contractual requirements.

Where an RVI does not satisfy the level of detail, information and evidence required to determine the result of an inspection, further inspection will be required in-person by the responsible person.

## 6. Inspection Records

Detailed records of inspections demonstrate the scope, detail and outcome of the inspection to support good records management practices and business risk management. Additionally, recording RVIs may assist the responsible person to review the inspection in greater detail, with tactics such as increasing the zoom or taking a screen shot, to support a thorough determination of the inspection outcome. (A sample inspection checklist is located in: **Appendix A**)

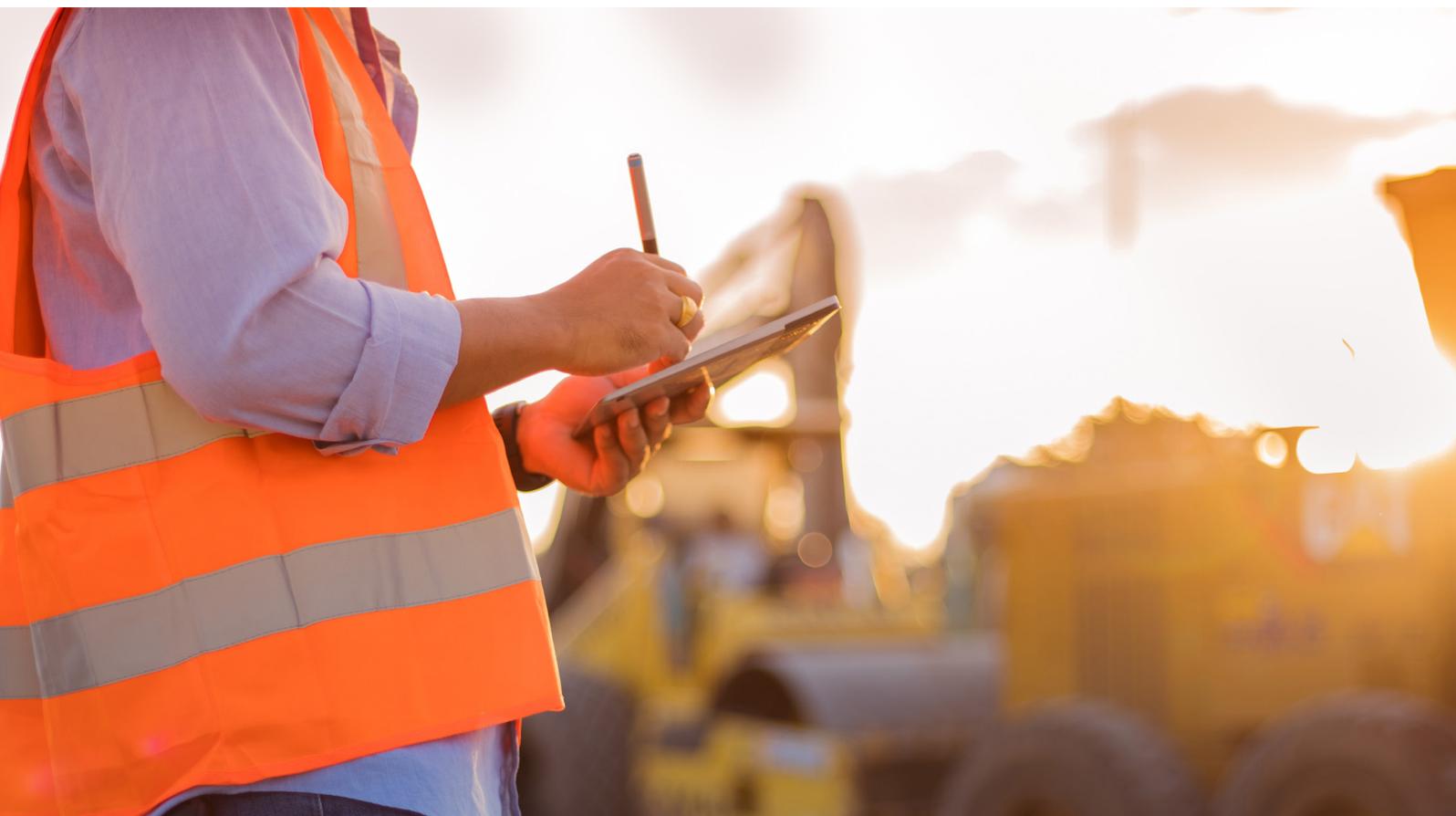
Written, pictorial, visual and data records can support construction progress, contractual milestones, conformity, and a record of the as-built construction.

Retention and security of inspection records, including videos, imagery and notes, must be in accordance with the requirements of the relevant legislation. Consideration must be given to the security and privacy of the data records for the duration of this period. Where the RVI is recorded, the record should be maintained in accordance with records management requirements of the responsible person (refer **Appendix C: Legislative Framework** for requirements).

It is recommended that records be held for a minimum of 10 years from the date of completion of the project.

Term	Definition
<b>Inspection</b>	<p>A visual observation of a building or plumbing element, product method.</p> <p><i>Mandatory</i> An inspection conducted under Part 4 of the Building Act 1993 and Part 12 of the Building Regulations 2018 required to be completed by the Responsible person to determine compliance and allow building or plumbing work to proceed.</p> <p>s.34 of the Act requires that a mandatory notification stage of building work must be inspected <i>'in person'</i>.</p> <p>Any other inspection conducted to determine compliance with relevant legislation where a prescribed Relevant Authority or registered/licenced practitioner is required to perform the inspection.</p> <p><i>Non-mandatory</i> An inspection function completed by a responsible person to for the purposes of assessing conformity, quality, suitability or otherwise of a building or plumbing element, against relevant legislation, standards, benchmarks, contracts, manuals or guidelines.</p>
<b>Operator</b>	<p>The designated person on site responsible for operating the remote technology having the requisite skills and experience, as determined by the responsible person, to conduct the RVI.</p>
<b>Relevant Authority</b>	<p><b>A Relevant Authority is an entity or person that has a statutory responsibility for safety and/or compliance under legislation that governs the building and plumbing industry in Victoria. It may include:</b></p> <ul style="list-style-type: none"> <li>• The Victorian Building Authority and its authorised or appropriately delegated persons</li> <li>• Chief Officer</li> <li>• Local Council Municipal Building Surveyor</li> <li>• Private Building Surveyor</li> <li>• Registered Building Practitioner</li> <li>• Licensed Plumber</li> <li>• Registered Plumber</li> </ul> <p><b>The Victorian Building Authority conducts field inspections to support monitoring and enforcement function under the Act. This includes, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• Proactive Inspection Program</li> <li>• Plumbing Audit Program</li> <li>• Statewide Cladding Audit</li> <li>• Delegated Municipal Building Surveyor functions</li> <li>• Building Audit</li> <li>• Complaints and Investigations</li> </ul> <p><b>Local Government also have monitoring and enforcement functions under the Act and may conduct inspections to support these functions, including:</b></p> <ul style="list-style-type: none"> <li>• Enforcement of compliance and safety standards</li> <li>• Report and consent functions</li> <li>• Essential Safety Measures</li> <li>• Building inspections related to civil and private construction projects</li> </ul>

<p><b>Responsible person</b></p>	<p>The person responsible for conducting the inspection who has the requisite qualifications, experience and authority to determine the inspection outcome for the purpose of the inspection.</p> <p><b>A responsible person may include (but not limited to):</b></p> <ul style="list-style-type: none"> <li>• Architect</li> <li>• Engineer</li> <li>• Building Inspector</li> <li>• Building Surveyor</li> <li>• Fire Safety Engineer</li> <li>• VBA Inspector</li> <li>• VBA Plumbing Auditor</li> <li>• VBA Plumbing Inspector</li> <li>• Chief Officer</li> <li>• Municipal Building Surveyor</li> <li>• Local Government Building Surveyor</li> <li>• Local Government Inspector</li> </ul>
<p><b>RVI</b></p>	<p>Remote Video Inspection</p>



# Appendix A: Sample Remote Video Inspection Checklist

The below checklist represents an example of the content recommended to be captured during an RVI conducted in accordance with this guideline.

Date		Site conditions	
Site Address			
Inspection purpose/ description			
Operator		Role	
List other parties to the inspection and their role			
Responsible person		Role	
Has the inspection request been assessed for suitability of an RVI?			
Inspection meeting system (e.g. MS teams, Zoom, Skype etc)			
Inspection start time:		Inspection finish time:	
Verify site address			
Site safety assessment notes			
Consent to record obtained?		Yes	No
Consent to enter obtained, where necessary?		Yes	No
Referenced documentation?			
Areas inspected: (describe elements in detail)			

**Disclaimer:** This checklist is provided to support the conduct of an RVI in accordance with the Guidelines. It is not intended to be exhaustive. It is not a prescribed form.

# Appendix B: Technology Recommendations

Technology	Recommendations and considerations
<b>Platform</b>	<p>Microsoft Teams, Skype for Business, Google Meet, Cisco Webex, Jabber or other free video software, such as WhatsApp, that are convenient to all parties.</p> <p>Agree on a back-up mode of communication in instances where the connection cannot be established or drops out.</p>
<b>Hardware</b>	<p>The hardware is to be compatible with the 'platform'.</p> <p>The hardware is to be capable of a minimum 720 progressive video at 30 frames per second.</p>
<b>Relevant Authority</b>	<p>The equipment used by the responsible person is compatible with equipment used by the operator.</p> <p>Operating system and Internet browser are to be compatible with the current requirements of the 'platform'.</p>
	<p>Where software-based products are proposed, careful consideration may be given to match the product requirements against PC specifications.</p> <p><b>Choice of display should be made pragmatically depending on the circumstances. Contemporary display monitors are adequate for video conferencing:</b></p> <ul style="list-style-type: none"> <li>• To avoid poor performance, round-trip latency must be lower than 300ms;</li> <li>• To avoid poor performance, packet loss should be less than 0.1%; and</li> <li>• To avoid poor intelligibility, audio should be encoded at a minimum of 16kbit/s.</li> </ul>
	<p>Refer to the Australian Government Information Security Manual (ISM) for cyber security guidelines and resources.</p> <p><b>Privacy protection and security mechanisms to be considered include:</b></p> <ul style="list-style-type: none"> <li>• RVIs that are compliant with all relevant state and federal laws.</li> <li>• Periodically review and update privacy policies to ensure that they adequately address the management of information gathered during RVIs.</li> <li>• Periodically review and update privacy notices to ensure that they adequately address the management of information gathered during RVIs.</li> <li>• Periodically review and update practices and procedures for managing personal information, including data security measures.</li> <li>• Protocols used to secure RVIs be non-proprietary, standards-based to foster interoperability ability to be inspectable and trust.</li> </ul> <p>The client/operator/ inspection parties should be informed of the measures employed to protect their privacy and data security.</p> <p><b>All parties must be informed of, and give consent to, any recording of the RVI, where applicable:</b></p> <ul style="list-style-type: none"> <li>• All teleconsultation data (including ancillary data) be secured for transmission across a data network either by use of encryption or VPN technology.</li> <li>• All RVI solutions should be configured to use current standards encryption point to point or at transport layer.</li> <li>• If storage is required, RVI data (ancillary data and recordings) be stored in a physically secure environment. The management (sanitisation, destruction and disposal) of media on which RVI data is stored should be performed according to legislative obligations and sound technological practice. Secure storage is the responsibility of the responsible person.</li> </ul>

## Appendix C: Legislative Framework

The following Legislation applies to the conduct of building and plumbing inspections in Victoria. Parties to an RVI and responsible persons, particularly where this person is a registered or licensed practitioner, should have regard for the framework in determining whether to apply these guidelines to their work.

Legislation	Relevance and considerations
<b>Building Act 1993</b>	<p>Generally, inspections conducted under the Act may include:</p> <ul style="list-style-type: none"> <li>• Mandatory notification stages for building work completed under a building permit</li> <li>• An RBS may cause building work to be inspected at any time (s.35)</li> <li>• Inspections giving rise to enforcement action or to confirm compliance with enforcement action</li> <li>• Plumbing inspections and audits conducted by the Victorian Building Authority</li> <li>• Proactive and reactive inspection and auditing programs</li> <li>• Inspections conducted to support statutory decision making</li> </ul>
<b>Building Regulations 2018</b>	<p>The Regulations outline the requirements for inspections, including Part 12 which outlines the requirements for inspection of mandatory notification stages which are not within scope of this guideline.</p> <p>The responsible person, as defined by this guideline, must have regard to the regulations for prescription of work authorised to be carried out by registered building practitioners.</p>
<b>Domestic Building Contracts Act 1995</b>	<p>Division 3 outlines control provisions of the building site during construction and may be relevant in determining the 'responsible person' and a person authorised to provide consent to enter the site, where applicable.</p> <p>Assessment of disputes under Part 4 of the Act may require a site inspection. This guideline may be considered in determining if an RVI alternative to an onsite inspection is suitable.</p>
<b>Electronic Transactions (Victoria) Act 2000</b>	<p>This Act allows for the conduct of RVIs and associated transactions by virtue of allowing transactions and activities described in the guideline electronically.</p> <p>The Act includes (but is not limited to) the following requirements:</p> <ul style="list-style-type: none"> <li>• Written consent of parties to the recorded proceedings</li> <li>• Retention of information obtained during the conduct of an RVI as an electronic record or the creation of an electronic record arising from an RVI is required to be retained in accordance with this Act.</li> <li>• Retention of the electronic record and relevant attributes (section 11)</li> </ul> <p>Transactions required to be completed as part of an RVI, such as a consent form as required by the Building Act, are governed by this Act.</p>
<b>Evidence Act 2008</b>	<p>Recordings of RVIs retained as records may be relied upon as evidence to a proceeding.</p>
<b>Privacy and Data Protection Act 2014</b>	<p>The collection use and disclosure and data security of personal information obtained during the conduct of RVIs is governed by the Privacy and Data Protection Act 2014.</p> <p>Any person and/or organisation engaging in RVIs must ensure adequate policies and guidelines are in place to ensure compliance with the Act when conducting RVIs.</p>
<b>Public Records Act 1973</b>	<p>Public Authorities, including the Victorian Building Authority and Municipal Councils, are responsible for the retention and maintenance of records in accordance with this Act</p>

**Want to know more?**

If you have any questions about this information, please contact the VBA.

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