Registered greenhouse and energy auditor annual report

under the National Greenhouse and Energy Reporting Regulations 2008

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| FORM |
| CER-AUD-002 |
| V4.1 07/03/2024 |

# Purpose of this form

This form is for use by registered greenhouse and energy auditors to submit annual reports to the Clean Energy Regulator in accordance with Regulation 6.69 of the National Greenhouse and Energy Reporting Regulations 2008 (NGER Regulations). It covers the 12-month period ending with the anniversary of your registration as a greenhouse and energy auditor.

The following legislative provisions from the NGER Regulations are relevant to the annual report:

* Regulation 6.65: Continuing professional development requirements
* Regulation 6.66: Participation in audits
* Regulation 6.69: Requirement to give report

Eligibility

What makes an applicant eligible? Include any legislative requirements or limitations.

Under Regulation 6.69, as a registered greenhouse and energy auditor you must give the Clean Energy Regulator a report containing information about each of the following:

a) Part 6 audits

b) alternative audits

c) continuing professional development the auditor has undertaken.

The information should be related to the previous 12 months.

Only registered greenhouse and energy auditors are to use this form.

# Instructions for completing this form

Please read each part of the application carefully, fully answer all the questions, sign where indicated, and attach the required documentation.

You must complete and submit:

* Part A: Auditor information
* Part B: Professional development
* Part C: Audits undertaken

You can choose to complete this form by:

* printing the form and filling it in by hand
* saving the form and filling in an electronic copy.

Note that if you choose the second option, there may be times when you will need to print certain sections in order to sign them or in order to complete multiple entries for a single set of questions. These sections may be scanned back into the computer and submitted electronically with the rest of the form.

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| --- | --- |
| Pen colours | Please use a **black** or **blue** pen to write on the form. |
| Check boxes | Mark boxes like this □ with a ✔ or ✘. When an instruction asks you to ‘tick’ the box, you can still use either ✔ or ✘. |
| Go to | Where you see an instruction like this - **□** Go to **question 5** - mark the relevant box with a ✔ or ✘and then skip to the question number shown. You do not need to answer the question(s) in between.Where an instruction has a black double arrow (⏩), go to the next indicated part/section. Where an instruction has a black single arrow (⏵), go to the next question. Where an instruction has a black single arrow pointing down (⏷), fill in the field(s) directly below. |
| Mandatory questions | If all fields in a question are mandatory and must be completed, **(required)** is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, **(required if any)** is added to the end of the question label text. |
| ⏵ | This symbol indicates an instruction on what to do next. |
| 🛈 | This symbol indicates additional useful guidance to filling in the adjacent field or section. |
| 🗐 | This symbol advises that more than one entry may be required for the section and therefore you may need to photocopy or print the section or fill in a duplicate section. |
| 🖈 | This symbol advises that additional documentation to support a claim may need to be attached to the application. |
| Duplex printing | This form is designed to be duplex printed to save on paper. All new sections start on the right-hand side of a page spread. |

Help filling in this form

Guidance on legislative requirements relating to this form is available on the Clean Energy Regulator website.

If you require assistance or have any questions regarding this application process, please contact the Clean Energy Regulator general enquiries line on 1300 553 542 or email audit@cer.gov.au.

Submitting this form

A signed copy of this form should be kept for your records.

### By post

Post your completed application with any accompanying documentation to:

Clean Energy Applications
Clean Energy Regulator
GPO Box 621
Canberra ACT 2601

### By email

Email your completed application to the Clean Energy Regulator at audit@cer.gov.au.

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked by including an identifier in the subject line (for example, '1 of 3', '2 of 3', '3 of 3'). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

If you submit your application by email, you do not need to send the original hardcopy of the application by post.

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| Office use: |  |

1. Auditor information
2. Name of auditor

|  |  |
| --- | --- |
| Title (e.g. Mr, Mrs, Dr) |       |
| First name |       |
| Middle name(s) |       |
| Last name |       |

1. Registration information
* Provide greenhouse and energy auditor registration details below

|  |  |
| --- | --- |
| Registration number |       |

1. Have your contact details published on the Clean Energy Regulator website changed?

|  |  |  |
| --- | --- | --- |
| No  | [ ]  | Go to the **next question**⏵ |
| Yes  | [ ]  | Provide details below. ⏷ |

|  |  |
| --- | --- |
| Address |       |
| Company name |       |
| Company address |       |
| Contact business number |       |
| Alternate contact number |       |
| Email |       |

1. Do you wish to continue as a greenhouse and energy auditor?
* If no, we will commence the deregistration process.

|  |  |  |
| --- | --- | --- |
| Yes  | [ ]  | Go to the **next question**⏵ |
| No  | [ ]  | You don’t need to complete the form |

1. Continuing professional development

As a registered greenhouse and energy auditor, you must complete a minimum of 15 days (or an equivalent 112 hours) of continuing professional development (CPD) in each 3-year period of registration commencing on the date you were first registered. You may be required to provide evidence to support the claims in question 5. We have guidance on CPD and information on what activities are acceptable for it on the Clean Energy Regulator website.

1. Have you participated in or attended conferences, seminars, courses or other kinds of training in the past 12 months that were relevant to:

a) the category in which you are registered

b) the knowledge and qualifications used for the purposes of registration?

For example, if you are registered as a Category 2 greenhouse and energy auditor, we expect that you will participate in a mix of assurance-related as well as any technical-related development.

|  |  |  |
| --- | --- | --- |
| Yes  | [ ]  |  |
| No  | [ ]  |  |

* Provide the requested details of the different examples of professional development you have undertaken in the past year.
* If there is insufficient space below, please attach separate sheet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name/type of conference, seminar, course of training | Provider & contact details | Qualification/certification (if applicable) | Date(s) participated or attended | Hours of attendance |
|       |       |       |       |       |
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1. Audits undertaken

Under Regulation 6.66(1), you must participate in a substantial way in at least three Part 6 audit or alternative audits in every three years. Please provide details of any Part 6 audits or alternative audits that you have carried out, or assisted in carrying out during the past 12 months. Guidance is available on the Clean Energy Regulator website on the meaning of:

* substantial participation
* Part 6 audit
* alternative audit.

Have you carried out at least one Part 6 audit or alternative audit within the last year?

|  |  |  |
| --- | --- | --- |
| Yes  | [ ]  |  |
| No  | [ ]  |  |

* Provide details of the audits you have participated in during the past year.
* If there is insufficient space below, please attach separate sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of audited body | Contact of audited body (name and phone number) | Role in audit (team leader, member, or peer reviewer) | Your total participation in audit (in hours) | Type of audit conducted (see above ) | Audit standards applied to conduct audit |
|       |       |       |       |       |       |
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# Application checklist

* Have you completed the following? Tick the box when you've completed the task beside it.

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| [ ]  | Part A: Auditor information |
| [ ]  | Part B: Professional development |
| [ ]  | Part C: Audits undertaken |

Additional information

Definitions

For the purposes of this form:

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| alternative audit | An audit that has not been carried out under the NGER Act but that is, in the opinion of the Regulator, comparable to an Australian Carbon Credit Unit (ACCU) audit, a greenhouse and energy audit or a safeguard mechanism audit. |
| audit team leader | A registered greenhouse and energy auditor appointed to carry out an ACCU Scheme audit, a greenhouse and energy audit or a safeguard mechanism audit, and responsible for providing an audit opinion and report. Generally, this is a Category 2 auditor or an auditor carrying out a voluntary audit |
| audit team member | In relation to a Part 6 audit, means a person assisting the audit team leader to carry out the audit. |
| continuing professional development | Participation in, or attendance at, conferences, seminars, courses, and other kinds of training that are relevant to:(a) the category in which the auditor is registered(b) the knowledge and qualifications used for the purposes of registration. |
| Part 6 audit | Means any of the following:(a) an ACCU Scheme audit(b) a greenhouse and energy audit(c) a safeguard mechanism audit. |
| registered greenhouse and energy auditor | An individual who is registered in the register of greenhouse and energy auditors kept under section 75A of the Act. |
| the Act | *National Greenhouse and Energy Reporting Act 2007.* |
| the Regulations | National Greenhouse and Energy Reporting Regulations 2008. |

\* Definitions marked with an asterisk are definitions repeated from legislation.

Protection of information

The Clean Energy Regulator is bound by the secrecy provisions in Part 3 of the *Clean Energy Regulator Act 2011* and by the *Privacy Act 1988*.

Privacy statement

'Personal information', as defined in the *Privacy Act 1988*, means any information from which a person’s identity is apparent or can be reasonably ascertained.

Personal information collected in relation to this application will be used for the purpose of assessing the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes. The collection of personal information is authorised by the *Clean Energy Regulator Act 2011.*

Disclosure of information

The Clean Energy Regulator and authorised staff are only able to disclose information relating to the affairs of a person (including personal information) collected in relation to this application in accordance with the *Clean Energy Regulator Act 2011* or as otherwise required by law.

Part 3 of the *Clean Energy Regulator Act 2011* prevents disclosure of relevant information except in circumstances set out in that Part. Those circumstances include:

* disclosure for the purposes of a climate change law
* disclosure to the Minister
* disclosure of summaries or statistics if those summaries or statistics are not likely to enable the identification of a person
* disclosure to certain bodies where the Chair of the Clean Energy Regulator is satisfied that disclosure will assist those bodies in the performance of their functions or powers, including the Australian Securities and Investment Commission, and the Australian Competition and Consumer Commission
* disclosure for the purposes of enforcement of the criminal law, enforcement of a law imposing a pecuniary penalty or for protection of the public revenue, if the Chair of the Clean Energy Regulator is satisfied that disclosure is reasonably necessary for such purpose.

Accessibility disclaimer

The Clean Energy Regulator has worked to ensure that this document is accessible but please contact us to obtain an alternative version if you are having difficulty or you have specific accessibility needs. Please call **1300 553 542** or email the name of the form and your needs to enquiries@cleanenergyregulator.gov.au.

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