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| FORM |
| CER-NGER-015 |
| v1.0 07/01/2025 |

**Multi-site cement facility nomination**

Under regulation 2.20B of the National Greenhouse and Energy Reporting Regulations 2008

# Purpose of this form

A person (the nominee) who operates a business producing cement at multiple sites can nominate to report cement production activities as a single multi-site cement facility. This is for activities conducted on or after 1 July 2023.

This covers all activities attributable to cement production at each site.

This is for the purposes of reporting under the National Greenhouse and Energy Reporting (NGER) Scheme and managing obligations under the Safeguard Mechanism.

Also use this form to apply for a variation of an existing nomination.

Eligibility

To be eligible you must meet the following criteria:

* the nominee must have control of the cement production activities included in the nomination form
* the cement production activities must occur at different sites
* all the activities at the different site(s) listed in the nomination must be cement production activities
* produced cement is attributable to Portland cement clinker and of saleable quality per subsection 64(1) of Schedule 1 to the Safeguard Mechanism Rule
* any other persons who can introduce and implement any or all of the operating, health and safety and environmental policies in relation to the cement production activities have consented to the nomination.

Deadline for multi-site cement facility nomination

Please send your nomination form to the Clean Energy Regulator before the 30 June deadline to allow enough time for approval. Nominations must be approved in the financial year they relate to.

For example, a nomination for the 2023-24 reporting year must be **approved** by the Clean Energy Regulator by midnight Australian Eastern Standard Time 30 June 2024.

Any nominations approved after this date will only be eligible to start from the next reporting year.

Effect of nominating as a multi-site cement facility

### National Greenhouse and Energy Reporting

If a multi-site cement facility nomination is approved, the nominee’s controlling corporation will need to:

* report emissions, energy production, and energy consumption on a multi-site cement facility basis
* apportion the emissions and energy information to the state or territory each facility is located in.

### Safeguard Mechanism

The Safeguard Mechanism applies to facilities with covered [scope 1 emissions](http://www.cleanenergyregulator.gov.au/NGER/About-the-National-Greenhouse-and-Energy-Reporting-scheme/Greenhouse-gases-and-energy) of more than 100,000 tonnes of carbon dioxide equivalence per financial year.

The nominee will be the responsible emitter for the multi-site cement facility if the facility triggers the Safeguard Mechanism threshold.

The nomination will remain valid even if the multi-site cement facility is below the Safeguard Mechanism threshold.

See [Safeguard Mechanism](https://cer.gov.au/schemes/safeguard-mechanism) for further information.

# 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: Nominee details**
* **Part B: Details of any other person with overall control of the cement production activities (if applicable)**
* **Part C: Facility details**
* **Part D: Multi-site cement facility commencement date**
* **Part E: Nominee’s declaration**
* **Part F: Other person’s declaration (if applicable).**

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.

|  |  |
| --- | --- |
| 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 (8), go to the next indicated part/section. Where an instruction has a black single arrow (4), go to the next question. Where an instruction has a black single arrow pointing down (6), 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. |
| 4 | This symbol indicates an instruction on what to do next. |
| i | This symbol indicates additional useful guidance to filling in the adjacent field or section. |

Help filling in this form

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 reporting@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 reporting@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.

|  |  |
| --- | --- |
| Office use: |  |

1. Nominee details
* The nominee is the person with overall control of the cement production activities. This could be the controlling corporation of the corporate group, or a group member of the controlling corporation. The nominee will be the responsible emitter for the multi-site cement facility if it is covered by the Safeguard Mechanism. The nominee’s details must be completed below.
1. Name (required)
* This is the name on the Australian Business Register (ABR) or the Australian Securities and Investments Commission (ASIC) Register.

|  |  |
| --- | --- |
| Name |       |

1. Head office postal address (required)

|  |  |
| --- | --- |
| Address line 1 |       |
| Address line 2 |       |
| Address line 3 |       |
| Suburb/City |       |
| Country |       |
| State |       |
| Postcode |       |

1. Identifying details (required)
* You must provide one of the following for the nominee in order of precedence: Australian Business Number (ABN), Australian Company Number (ACN), Australian Registered Body Number (ARBN) or business or trading name and street address.
* Provide details of nominee’s ABN.

|  |  |
| --- | --- |
| ABN |       |

* If the nominee does not have an ABN, please provide the nominee’s ACN.

|  |  |
| --- | --- |
| ACN |       |

* If the nominee does not have an ABN or an ACN, please provide the nominee’s ARBN.

|  |  |
| --- | --- |
| ARBN |       |

* If the nominee does not have an ABN, ACN or an ARBN, please provide the nominee’s business or trading name and street address.

|  |  |
| --- | --- |
| Business or trading name |       |
| Address line 1 |       |
| Address line 2 |       |
| Address line 3 |       |
| Suburb/city |       |
| State/territory |       |
| Postcode |       |
| Country |       |

Executive officer details

* Provide details about the executive officer of the nominee, who will sign the declaration at Part E.
1. Position (required)

|  |  |
| --- | --- |
| Position |       |

1. Name (required)

|  |  |
| --- | --- |
| Title (for example, Mr, Mrs, Dr) |       |
| First name |       |
| Middle name(s) |       |
| Last name |       |

1. Contact details (required)
* Provide a contact phone number, alternative contact phone number if applicable and email address. Include area codes, where applicable.

|  |  |
| --- | --- |
| Phone number  |       |
| Alternative phone number |       |
| Email address |       |

Contact person details

* Provide details about the person who will be acting as the contact officer between the nominee and the Clean Energy Regulator.

|  |  |  |
| --- | --- | --- |
| [ ]  | The contact person is the same as the executive officer. | * Go to **Part B8**
 |
| [ ]  | The contact person is NOT the executive officer. | * Continue to **question 7** 6
 |

1. Position (required)

|  |  |
| --- | --- |
| Position |       |

1. Name (required)

|  |  |
| --- | --- |
| Title (for example, Mr, Mrs, Dr) |       |
| First name |       |
| Middle name(s) |       |
| Last name |       |

1. Contact details (required)
* Provide a contact phone number, alternative contact phone number if applicable and email address. Include area codes, where applicable.

|  |  |
| --- | --- |
| Phone number |       |
| Alternative phone number |       |
| Email address |       |

1. Details of any other person with overall control of the cement production activities (if applicable)
* If the nominee is not the only person who can introduce and implement any or all of the operating, health and safety and environmental policies in relation to the cement production activities, then the nomination must include the consent of the other person(s) with the ability to implement policies in relation to the cement production activities.
* The other person’s details must be completed below. In addition, an executive officer of the other person must consent to the nominee nominating to report cement production activities as a multi-site cement facility and must sign the declaration at Part F.
* Please copy this section if further entries are needed.
1. Is the nominee the only person with the authority to introduce and implement any or all of the operating, health and safety and environmental policies in relation to the cement production activities? (required)

|  |  |  |
| --- | --- | --- |
| Yes | [ ]  | Go to **Part C8** |
| No  | [ ]  | Continue to **question 11**6 |

Other person’s identifying details

1. Name (required)
* This is the name that appears on the Australian Business Register (ABR) or the Australian Securities and Investments Commission (ASIC) Register.

|  |  |
| --- | --- |
| Name |       |

1. Identifying details (required)
* You must provide one of the following for the nominee in order of precedence: Australian Business Number (ABN), Australian Company Number (ACN), Australian Registered Body Number (ARBN) or business or trading name and street address.
* Provide details of the other person’s ABN.

|  |  |
| --- | --- |
| ABN |       |

* If the other person does not have an ABN, please provide the other person’s ACN.

|  |  |
| --- | --- |
| ACN |       |

* If the other person does not have an ABN or an ACN, please provide the other person’s ARBN.

|  |  |
| --- | --- |
| ARBN |       |

* If the other person does not have an ABN, ACN or an ARBN, please provide the other person’s business or trading name and street address:

|  |  |
| --- | --- |
| Trading name |       |
| Address line 1 |       |
| Address line 2 |       |
| Address line 3 |       |
| Suburb/city |       |
| State/territory |       |
| Postcode |       |
| Country |       |

Executive officer details

* Please provide details about the executive officer of the other person, who will sign the declaration at Part F.
1. Position (required)

|  |  |
| --- | --- |
| Position |       |

1. Name (required)

|  |  |
| --- | --- |
| Title (for example, Mr, Mrs, Dr) |       |
| First name |       |
| Middle name(s) |       |
| Last name |       |

1. Contact details (required)
* Provide a contact phone number, alternative contact phone number if applicable and email address. Include area codes, where applicable.

|  |  |
| --- | --- |
| Phone number  |       |
| Alternative phone number |       |
| Email address |       |

Contact person details

* Provide details about the person who will be acting as the contact officer between the other person and the Clean Energy Regulator.

|  |  |  |
| --- | --- | --- |
| [ ]  | The contact person is the same as the executive officer.  | * Go to **Part C8**
 |
| [ ]  | The contact person is the same as the nominee. | * Go to **Part C8**
 |
| [ ]  | The contact person is NOT the executive officer. | * Continue to **question 16** 6
 |

1. Position (required)

|  |  |
| --- | --- |
| Position |       |

1. Name (required)

|  |  |
| --- | --- |
| Title (for example, Mr, Mrs, Dr) |       |
| First name |       |
| Middle name(s) |       |
| Last name |       |

1. Contact details (required)
* Provide a contact phone number, alternative contact phone number if applicable and email address. Include area codes, where applicable.

|  |  |
| --- | --- |
| Phone number |       |
| Alternative phone number |       |
| Email address |       |

1. Facility details
2. List of facilities (required)
* Please list all cement production activities that will be defined as part of the multi-site cement facility.
* Please specify the name of the facility as stated in the most recent NGER report.
* Please use the Further Information column to specify which activities are covered by the nomination. For example, ‘Includes all activities’ or specify which activities are either included or not included in the nomination.
* Please identify the main facility in the first row, and then provide details of other facilities in the subsequent rows.
* Please copy this page if further entries are needed.

| Facility name | State / territory | Years facility reported under NGER scheme | Further information |
| --- | --- | --- | --- |
|       |       | [ ]  2009-10 to 2023-24 (all years)OR[ ]  2009-10 [ ]  2012-13[ ]  2010-11 [ ]  2011-12[ ]  2013-14 [ ]  2014-15[ ]  2014-15 [ ]  2015-16[ ]  2016-17 [ ]  2017-18[ ]  2018-19 [ ]  2019-20[ ]  2020-21 [ ]  2021-22[ ]  2022-23 [ ]  2023-24[ ]  2024-25 [ ]  2025-26 |       |
|       |       | [ ]  2009-10 to 2023-24 (all years)OR[ ]  2009-10 [ ]  2012-13[ ]  2010-11 [ ]  2011-12[ ]  2013-14 [ ]  2014-15[ ]  2014-15 [ ]  2015-16[ ]  2016-17 [ ]  2017-18[ ]  2018-19 [ ]  2019-20[ ]  2020-21 [ ]  2021-22[ ]  2022-23 [ ]  2023-24[ ]  2024-25 [ ]  2025-26 |       |
|       |       | [ ]  2009-10 to 2023-24 (all years)OR[ ]  2009-10 [ ]  2012-13[ ]  2010-11 [ ]  2011-12[ ]  2013-14 [ ]  2014-15[ ]  2014-15 [ ]  2015-16[ ]  2016-17 [ ]  2017-18[ ]  2018-19 [ ]  2019-20[ ]  2020-21 [ ]  2021-22[ ]  2022-23 [ ]  2023-24[ ]  2024-25 [ ]  2025-26 |       |
|       |       | [ ]  2009-10 to 2023-24 (all years)OR[ ]  2009-10 [ ]  2012-13[ ]  2010-11 [ ]  2011-12[ ]  2013-14 [ ]  2014-15[ ]  2014-15 [ ]  2015-16[ ]  2016-17 [ ]  2017-18[ ]  2018-19 [ ]  2019-20[ ]  2020-21 [ ]  2021-22[ ]  2022-23 [ ]  2023-24[ ]  2024-25 [ ]  2025-26 |       |

1. Confirm overall control
* By ticking the box below, the nominee confirms the statement.

|  |  |
| --- | --- |
| [ ]  | The nominee has overall control over the cement production activities listed at question 19 above. |

1. Confirm same industry sector
* This is confirming the activities constituting the facility are attributable to cement production.
* By ticking the box below, the nominee confirms the statement.

|  |  |
| --- | --- |
| [ ]  | Each facility listed at question 19 above is in the cement production industry sector. |

1. Multi-site cement facility commencement date
2. Tick the appropriate box below to indicate the reporting year the nomination is to commence (only one box may be selected) (required)

|  |  |
| --- | --- |
| [ ]  | 2023-24 i *Form must be approved by the Clean Energy Regulator by 11:59PM (AEST) 30 June 2024* |
| [ ]  | 2024-25 i *Form must be approved by the Clean Energy Regulator by 11:59PM (AEST) 30 June 2025* |
| [ ]  | 2025-26 i *Form must be approved by the Clean Energy Regulator by 11:59PM (AEST) 30 June 2026* |
| [ ]  | 2026-27i *Form must be approved by the Clean Energy Regulator by 11:59PM (AEST) 30 June 2027* |

1. Nominee’s declaration
* This section must be signed by an executive officer of the nominee.
* The executive officer, whose details were provided in question 4 of this form, must sign the declaration.

By signing below, the signatory:

* declares that they have legal capacity and authority to make the nomination on behalf of the nominee,
* acknowledges that knowingly giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995,*
* declares that all information provided in, or in relation to, this form is, having made all reasonable enquiries, complete, true and correct and not misleading by inclusion or omission,
* consents that the Clean Energy Regulator may copy, record, use or disclose any of the information provided in relation to this form for the purposes of processing the form, monitoring compliance, enforcement of laws, the performance of the Clean Energy Regulator’s statutory functions and for related purposes subject to the requirements of relevant laws, in particular the *Privacy Act 1988* and Part 3 of the *Clean Energy Regulator Act 2011*, and
* acknowledges that the personal information provided in this form may also be copied, recorded, used or disclosed by the Clean Energy Regulator for its administrative purposes, for example, to pre-populate other Clean Energy Regulator forms filled out online in the future, and for improving the Clean Energy Regulator’s service delivery to the nominee.

|  |  |
| --- | --- |
| Full name of signatory |       |
| Title/position |       |
| Organisation(if applicable) |       |
| Signature |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |    |    |      |

1. Other person’s declaration (if applicable)
* This section must be signed by an executive officer of the other person(s) if the nominee is not the only person with the authority to introduce and implement any or all of the operating, health and safety and environmental policies in relation to the cement production activities.
* The executive officer, whose details were provided in question 13 of this form, should sign the declaration.

By signing below, the signatory:

* declares that they have legal capacity and authority to make the nomination on behalf of the other person,
* acknowledges that knowingly giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995,*
* declares that all information provided in, or in relation to, this form is, having made all reasonable enquiries, complete, true and correct and not misleading by inclusion or omission,
* consents that the Clean Energy Regulator may copy, record, use or disclose any of the information provided in relation to this form for the purposes of processing the form, monitoring compliance, enforcement of laws, the performance of the Clean Energy Regulator’s statutory functions and for related purposes subject to the requirements of relevant laws, in particular the *Privacy Act 1988* and Part 3 of the *Clean Energy Regulator Act 2011*, and
* acknowledges that the personal information provided in this form may also be copied, recorded, used or disclosed by the Clean Energy Regulator for its administrative purposes, for example, to pre-populate other Clean Energy Regulator forms filled out online in the future, and for improving the Clean Energy Regulator’s service delivery to the nominee.

|  |  |
| --- | --- |
| Full name of signatory |       |
| Title/position |       |
| Organisation(if applicable) |       |
| Signature |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |    |    |      |

# Form checklist

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

|  |  |
| --- | --- |
| [ ]  | Part A: Nominee details |
| [ ]  | Part B: Details of any other person with overall control of the cement production activities (if applicable) |
| [ ]  | Part C: Facility details |
| [ ]  | Part D: Multi-site cement facility commencement date |
| [ ]  | Part E: Nominee’s declaration |
| [ ]  | Part F: Other person’s declaration (if applicable) |

# Additional information

Definitions

For the purposes of this form:

|  |  |
| --- | --- |
| cement production activities | An activity, or series of activities, producinghydraulic cement, including general purpose and blended cements, meeting the minimum requirements for such cements set out in AS 3972—2010.\* |
| controlling corporation | A constitutional corporation that does not have a holding company incorporated in Australia.\* |
| executive officer | In relation to a body corporate:* a director of the body corporate, or
* the chief executive officer (however described) of the body corporate, or
* the chief financial officer (however described) of the body corporate, or
* the secretary of the body corporate.\*
 |
| facility | An activity, or a series of activities (including ancillary activities), that involve greenhouse gas emissions, the production of energy or the consumption of energy and that:* form a single undertaking or enterprise and meet the requirements of the regulations; or
* are declared by the Regulator to be a facility under section 54, 54A or 54B of the NGER Act.
 |
| multi-site cement facility | A facility that is a series of activities that: (a) are cement production activities; and (b) form a single undertaking or enterprise in accordance with regulation 2.20A.\* |
| NGER Act | *National Greenhouse and Energy Reporting Act 2007National Greenhouse and Energy Reporting Act 2007* |
| nominee | A person who operates a business producing cement at multiple sites and who has nominated to report cement production activities as a single multi-site cement facility. |
| operational control | A person has operational control over a facility if they:* have the authority to introduce and implement any or all of the following for the facility:
	+ operating policies
	+ health and safety policies
	+ environmental policies

and meet the requirements of the regulations; or * are declared to have operational control of the facility under section 55 or 55A of the NGER Act.

For the purposes of the NGER Act, only one person can have operational control over a facility at any one time. |
| other person | A person, other than the nominee, who has the authority to introduce and implement the operating, health and safety and environmental activities in relation to the cement production activities. |
| overall control | A person has overall control in relation to an activity or series of activities (including ancillary activities) if:* the person has the authority to introduce and implement any or all of the following for the activity or series of activities:
	+ operating policies
	+ health and safety policies
	+ environmental policies
* If more than one person could satisfy the above at any one time, then the person that has the greatest authority to introduce and implement operating and environmental policies is taken to have overall control in relation to the activity or series of activities (including ancillary activities).
 |
| Portland cement clinker | Portland cement clinker resulting from clinker production which:* has a concentration of calcium silicates equal to or greater than 60% by mass; and
* has a concentration of magnesium oxide (MgO) equal to or less than 4.5% by mass; and
* is useable in the making of Portland cement.\*
 |
| saleable quality | A product is taken to be of saleable quality if it is produced to a level at which it would ordinarily be considered by participants in the relevant market:* to be the output of a process carried on as part of the relevant activity the constitutes the facility; and
* to have a commercial value as that output.\*
 |

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

Publishing of information

Under section 24 of the NGER Act, the Clean Energy Regulator must publish totals of the emissions and energy consumption data provided to the Clean Energy Regulator under the various reporting provisions in the NGER Act. The Clean Energy Regulator may also choose to publish totals of emissions and energy consumption data for each member of the controlling corporations group reported under Part 3 or part 3F of the NGER Act.

A person may apply to the Clean Energy Regulator under section 25 of the NGER Act to request that information provided in a report submitted under the NGER Act not be published. The person may request the information not be published if the information reveals or would be capable of revealing trade secrets or where the information would diminish the commercial value in connection with a facility, technology or corporate initiative if the information was disclosed.

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* and other relevant Act(s).

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@cer.gov.au.