



**Australian Government**  
**Clean Energy Regulator**



# Greenhouse and energy auditor registration guideline





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## Purpose of this guideline

Audits are a key compliance monitoring measure for schemes the Clean Energy Regulator administers. These schemes include the National Greenhouse and Energy Reporting Scheme, the Emissions Reduction Fund and the Renewable Energy Target. (More information about these audits and their requirements is available in the [audit determination handbook](#)<sup>1</sup>.)

Under the [National Greenhouse and Energy Reporting Act 2007](#)<sup>2</sup> (NGER Act), the Clean Energy Regulator registers greenhouse and energy auditors.

The purpose of this guideline is to help you complete an application for registration as a greenhouse and energy auditor.

## Disclaimer

This document provides a guide only and is not intended to be a substitute for the relevant legislation.

Examples in this guide are purely for illustration; they are not exhaustive and are not intended to impose or imply particular rules or requirements.

This guideline does not constitute legal advice or change legal obligations as set out in the legislation. The applicant is encouraged to seek independent advice on how the relevant legislation applies to individual circumstances.

## The Register of greenhouse and energy auditors

The Clean Energy Regulator maintains and publishes the [Register of greenhouse and energy auditors](#)<sup>3</sup> on our website. For each auditor, the register includes the auditor's name, date of registration, category, employer, location, contact details and conditions on registration (if any).

Once registered, auditors must continue to meet the eligibility requirements detailed in the NGER Regulations to maintain registration. Further information on [maintaining registration](#)<sup>4</sup> is available on the Clean Energy Regulator's website. Auditors remain on the register until they elect to suspend their registration or deregister. However, under the NGER Regulations, the Clean Energy Regulator may also suspend or deregister greenhouse and energy auditors, or initiate a review of an auditor's registration at any time.

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<sup>1</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/form-and-resources/audit-determination-handbook>

<sup>2</sup> <https://www.legislation.gov.au/Series/C2007A00175>

<sup>3</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/register-of-auditors>

<sup>4</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/information-for-auditors/maintaining-your-registration-as-an-auditor>



## Eligibility to register

To be eligible for registration you must demonstrate that you can meet the following criteria:

You must:

- be a fit and proper person
- have tertiary qualifications; a degree or equivalent
- know Clean Energy Regulator administered legislation
- know audit, assurance and team leadership
- have over 1,000 hours experience in auditing and preparing audit reports
- have over 700 hours experience in leading audit teams, and
- provide referees who can attest to your competency.

## Reference documents you will need

Refer to divisions 6.4 to 6.6 of the [National Greenhouse and Energy Reporting Regulations 2008](#)<sup>5</sup> (the NGER Regulations) for further information on eligibility criteria.

The [National Greenhouse and Energy Reporting \(Auditor Registration\) Auditor Registration Instrument 2019](#)<sup>6</sup> (the Auditor Registration Instrument) gives substance to these criteria, and specifies the qualifications, knowledge, training and experience you need.

## How to register

To register, you must complete and submit the [application for registration as a greenhouse and energy auditor](#)<sup>7</sup> available for download from the Clean Energy Regulator website.

There are no application fees for applying to register as a greenhouse and energy auditor or for upgrading your registration.

You can only apply for registration as a Category 2 greenhouse and energy auditor. Registration as a Category 1 greenhouse and energy auditor is no longer available for new applicants as of 22 October 2019. This does not affect Category 1 auditors who were registered before this date; they remain on the register.

If you are already a registered Category 1 greenhouse and energy auditor, you can use the same application form to upgrade your registration to Category 2.

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<sup>5</sup> <https://www.legislation.gov.au/Latest/F2008L02230>

<sup>6</sup> <https://www.legislation.gov.au/Latest/F2019L01368>

<sup>7</sup> <http://www.cleanenergyregulator.gov.au/DocumentAssets/Pages/Application-for-registration-as-a-greenhouse-and-energy-auditor.aspx>



# Completing the application form

Download the [application for registration as a greenhouse and energy auditor form](#)<sup>8</sup> from the Clean Energy Regulator website.

The explanatory notes below are not exhaustive and only address questions that may require clarification.

If you need help completing your application, contact the Clean Energy Regulator on **1300 553 542** or at [audit@cer.gov.au](mailto:audit@cer.gov.au).

For your application to be successful, you must complete all sections of the form and include all relevant supporting documentation listed in Part K of the application form. You must also include the [Australian Federal Police National Police Check form](#)<sup>9</sup>, which is also available on the Clean Energy Regulator website.

**Note:** it is an offence under Division 137 of the *Criminal Code Act 1995* (the Criminal Code) to provide false or misleading information or documents.

Under the relevant legislation, it is also an offence for the Clean Energy Regulator, agency support staff, registered greenhouse and energy auditors, and others to disclose information without appropriate authority. The offence carries a penalty of imprisonment. Unauthorised disclosure of information may also be an offence against section 70 of the *Crimes Act 1914*.

## Part A: Personal details

### Question 3

-  You may be required to provide supporting documents for this part of the form. Please refer to [supporting documents](#) on page 12 of this guideline for further information.
-  If you reply 'yes' to this question, you must provide with your application a certified true copy of your name change document (for example, your marriage or name change certificate) or a statutory declaration. Example wording for a statutory declaration is included in [Appendix A](#).

## Part B: Employment

### Questions 8–10

To be eligible, you must be either self-employed or work for an employer. We do not accept submissions from unemployed applicants. You must provide a company name and identifying details for that company.

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<sup>8</sup> <http://www.cleanenergyregulator.gov.au/DocumentAssets/Pages/Application-for-registration-as-a-greenhouse-and-energy-auditor.aspx>

<sup>9</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/information-for-auditors/how-to-register-as-an-auditor>



## Part C: Proof of identity

Part C is based on the standard [Australian '100-point' identity check](#)<sup>10</sup>.

- 📌 You must provide two primary identification documents or a combination of one primary and one secondary identification document or their international equivalents. One of these documents must clearly state the residential address you declare at Part A, question 6 of the application form.
- 📌 You must submit certified true copies of your identification documents listed at Part C. Please refer to the information provided under [supporting documents](#) on page 12 of this guideline for guidance on certified true copies.

The supporting documents you provide for Part C are also applicable for the [Australian Federal Police National Police Check form](#)<sup>11</sup> at Part E—Suitability of applicant. You need only provide one set of certified identity documents.

## Part D: Tertiary qualifications

### Question 11

You must have a relevant Bachelor's, Master's, or Doctoral Degree (or equivalent) from an appropriate university or an equivalent institution of higher learning. The degree must be relevant in the opinion of the Clean Energy Regulator to functions an auditor performs.

For an Australian university or equivalent:

- a) an institution listed at Table A or Table B of the [Higher Education Support Act 2003](#)<sup>12</sup>, or
- b) an institution that was equivalent to a Table A or Table B provider at a time when the degree (or equivalent) was conferred.

For an overseas university or equivalent:

- a) an institution listed in the International Handbook of Universities, or
- b) an institution that was, at the time the degree (or equivalent) was conferred, equivalent to an institution listed in the International Handbook of Universities

### Evidence of tertiary qualification

- 📌 You must provide a certified true copy of your degree, graduate diploma or graduate certificate (or equivalent) from the university or institution that awarded the qualification.

Your tertiary qualification may also be relevant as evidence under Part G—Audit team leadership and assurance knowledge. If so:

- 📌 You must also submit a certified true copy of your statement of academic record from the university or institution.

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<sup>10</sup> <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

<sup>11</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/information-for-auditors/how-to-register-as-an-auditor>

<sup>12</sup> <https://www.legislation.gov.au/Latest/C2017C00311>. The list can be viewed on the Tertiary Education Quality and Standards Agency website (<http://www.teqsa.gov.au/national-register>)



## Part E: Suitability of applicant

### Questions 12–19

You must be a ‘fit and proper’ person to be a registered greenhouse and energy auditor. The criteria for a ‘fit and proper’ person predominantly relate to personal characteristics such as honesty, integrity and trustworthiness.

The Clean Energy Regulator may seek independent confirmation of the information you provide in response to these questions. This may involve checks with third parties such as referees or relevant government agencies.

Information you provide may not necessarily render you ineligible for registration. It is, therefore, in your best interest to provide a full and accurate account of the circumstances that surround any relevant event (for example, a criminal conviction or civil liability) so that the Clean Energy Regulator has all the facts at hand to enable a well-informed decision.

**Note:** It is an offence under section 137 of the Criminal Code to provide false or misleading information or documents.

-  You must fill in, sign, and submit an [Australian Federal Police National Police Check form](#)<sup>13</sup> with your application.

## Part F: Legislation knowledge

### Question 20

You **must** demonstrate knowledge of the NGER legislation. You **may** also demonstrate knowledge of the Carbon Farming Initiative (CFI) legislation, which governs the Emissions Reduction Fund (ERF), and/or the Renewable Energy Target (RET) legislation.

If you choose not to demonstrate knowledge of the CFI legislation and/or the RET legislation please put ‘Not Applicable’ in the relevant box at question 20. The Clean Energy Regulator will impose a condition on your registration preventing you from leading or peer reviewing audits under these schemes until such time that you demonstrate knowledge of the legislation. This would not prevent you from participating as an audit team member.

We may also impose a condition if we are not satisfied that you have sufficiently demonstrated knowledge of relevant schemes.

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<sup>13</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/information-for-auditors/how-to-register-as-an-auditor>



Your response should be as comprehensive as possible and include practical examples providing clear evidence of your knowledge of each relevant element of legislation specified in [Appendix B](#). Your statement should include details of how your knowledge of NGER and/or the CFI and/or RET legislation was obtained, including (if relevant):

- previous experience in assisting a person meet their obligations under these schemes
- training in the legislation, and
- experience in participating in Part 6 audits or any other audit under schemes the Clean Energy Regulator administers.

Limit your statement to a maximum of 1,000 words.

## Part G: Audit team leadership and assurance knowledge

### Question 21

You must provide evidence that you have knowledge of audit team leadership and assurance. You can demonstrate knowledge of these two requirements in a combined manner, or separately.

- 📎 You must attach certified true copies of relevant qualification/training/certification to your application.

If you meet the requirements for knowledge of audit team leadership and assurance, you are deemed to have also met the requirements for audit knowledge under Section 9 of the Auditor Registration Instrument.

### Options to demonstrate knowledge

#### **Audit team leadership and assurance combined:**

- are currently registered as an auditor under section 1280 of the *Corporations Act 2001*, or
- have successfully completed a relevant training course listed Section 10(1)(b) of the Auditor Registration Instrument.

#### **or Audit team leadership:**

- certification by a qualified body as a Lead Environmental Auditor or a Business Improvement Environmental Auditor under AS/NZS 19011:2014, or
- successful completion of a training course in leading assurance engagements in accordance with AS/NZS ISO 19011:2014 or ISO 19011:2018, delivered by a competent training provider.

**and**

#### **Assurance:**

- prescribed course listed in regulation 9.2.03 of the Corporations Regulations 2001
- training course in conducting assurance engagements in accordance with ASAE 3000 or ISAE 3000, delivered by a competent training provider, or
- training course in conducting compliance engagements in accordance with ASAE 3100, delivered by a competent training provider.



## **Part H: Membership of a professional body**

### **Question 22**

Insert details of relevant memberships of professional bodies.

## **Part I: Audit experience**

The information you provide in support of your audit experience will help the Clean Energy Regulator make a decision about whether you are appropriately qualified for registration as a greenhouse and energy auditor.

If you meet the requirements for audit experience, you are deemed to have also met the experience requirements for audit knowledge under Section 9 of the Auditor Registration Instrument.

### **Questions 23–26**

You must quantify your participation as a professional member of an audit team. These claims must be supported within the audit log at question 27. If you cannot satisfy the requirements you will **not** be eligible for registration.

It is essential that audits you nominate as experience meet the requirements of the Auditor Registration Instrument.

### **Question 23**

You must have sufficient and appropriate experience in auditing and preparing audit reports. This means at least 1,000 hours of experience as an audit team leader or professional member of an audit team.

If you cannot answer yes at question 23, you are not eligible for registration.

The types of audits acceptable for demonstrating experience are listed under ‘specified audits’ in section 4 of the Auditor Registration Instrument and in section 11 of the Auditor Registration Instrument.

### **Questions 24–26**

If you are unable to demonstrate at least 700 hours as an audit team leader, you may provide evidence as an audit team supervisor. You may also combine hours.



## Options to demonstrate audit team leadership

### Experience as an audit team leader:

- at least 700 hours
- audit team of three or more other members, and
- audits log aligns with audits listed under 'specified audits' in sections 4 or 12 of the Auditor Registration Instrument.

or

### Experience as an audit team supervisor:

- at least 700 hours
- audit team of three or more other members (the audit team leader may be included)
- audits log aligns with audits listed under 'specified audits' in sections 4 or 12 of the Auditor Registration Instrument, and
- Category 2 audit team leader confirms your supervisory role for each audit claimed.

or

### Experience as an audit team leader:

- up to 700 hours
- audit team of three or more other members, and
- audits log aligns with audits listed under 'specified audits' in sections 4 or 12 of the Auditor Registration Instrument.

and

### Experience as an audit team supervisor:

- up to 700 hours
- audit team of three or more other members (the audit team leader may be included)
- audits log aligns with audits listed under 'specified audits' in sections 4 or 12 of the Auditor Registration Instrument, and
- Category 2 audit team leader confirms your supervisory role for each audit claimed.

 If you apply using team leadership hours you must provide at least two written references from eligible referees—refer to Part J below.

 If you apply using supervisory hours you must provide written references from Category 2 greenhouse and energy audit team leaders confirming your supervisory role for each audit claimed. This is in addition to two written references from eligible referees.

## Question 27

Please provide a complete log of audits you have conducted. The audit experience you list must have been obtained in the past **five years only**. Please refer to the Auditor Registration Instrument sections 4, 11 and 12 for a list of acceptable kinds of audits.



## Part J: Referees

### Question 33

- You must provide at least two signed, written references from eligible referees.

Eligible referees are defined in regulation 6.18 of the NGER Regulations. Your eligible referees must provide information confirming that you audited and prepared audit reports and that these were completed competently. They must also refer to audits of a kind relevant to your registration. The types of audits that are acceptable are listed under 'specified audits' in sections 4 and 11 of the Auditor Registration Instrument. Your eligible referees must also provide information that confirms your experience as an audit team leader and that this task was performed competently.

- If have used using supervisory hours for audit team leadership you must provide written references from Category 2 greenhouse and energy audit team leaders confirming your supervisory role for each audit claimed. This is in addition to two written references from eligible referees.

The Clean Energy Regulator may contact referees to validate the information provided.

## Part K: Attachments checklist

Confirm that you have gathered the supporting documents that must be attached to the application form.

## Part L: Other information

### Question 31

Part L allows you to provide any other information that may be relevant to the application, but which the Clean Energy Regulator has not specifically sought. This might include a description of courses in which you are currently enrolled but have not yet completed; a description of an Australian or international qualification that could be taken into consideration; or any other information that may be relevant.

Please limit your statement to 700 words.

## Part M: Declaration and signature

Make sure you read the declaration and signature page of the application carefully before signing and submitting the completed form.

Note that under Division 137 of the Criminal Code, it may be an offence to provide false or misleading information or documents to the Clean Energy Regulator in purported compliance with the NGER Act.

By signing the declaration and undertaking, you are agreeing to abide by the Greenhouse and Energy Auditor Code of Conduct. Failure to comply with the Code of Conduct may be grounds for suspension or deregistration. The Code of Conduct is attached at [Appendix C](#).



# Supporting documents

## Supporting statements

At Part F (question 20) of the application from you **must** provide written statements that support your claims. You **may** also provide a written statement in support of your claims at Part L (question 29) if you choose to.

Written statements form a critical element of your application and provide an opportunity to articulate in detail the qualifications, experience, and knowledge that demonstrate your eligibility and suitability for registration as a greenhouse and energy auditor.

Consider the following when drafting your written statements:

- provide accurate details such as:
  - » your audit engagements, including the corporate entity, nature of the audit, audit standards applied for the engagement, dates and duration
  - » your audit experience, presented in table format (at question 27), and
  - » the means by which knowledge has been attained and applied.
- articulate how the details provided demonstrate your, and
- think about readability so that the information provided is clear and understandable.

Please limit written statements to 1,000 words.

## Providing certified true copies

All documents submitted to support your application will need to be certified by a suitably qualified person as a true copy of the original. The Clean Energy Regulator will accept documents certified as a true copy by one of the following persons residing in Australia:

- a bank, building society or credit union officer with five or more continuous years of service
- a commissioner for declarations
- a judge of a court
- a justice of the peace
- a legal practitioner
- a medical practitioner
- a minister of religion registered under subdivision A of division 1 of part IV of the *Marriage Act 1961*
- a police officer, or
- a sheriff or a sheriff's officer.

Documents should be certified copies, not originals, as they will not be returned.

Certified true copies must:

- be a copy of the original onto which the 'wet ink' certification has been written or stamped
- bear a statement that the document is a true and correct copy of the original
- show the full name and qualifications of the person giving the certification



- be signed and dated, and
- be written in English.

## Documents written in languages other than English

Documents written in languages other than English need to be translated into English. Each translated document must be certified as a true and correct copy by an authorised translation service such as an appropriate embassy or a professional translation service accredited by the [National Accreditation Authority for Translators and Interpreters](#)<sup>14</sup> (NAATI).

If translation services are received from another country, attach evidence that the service is from an authorised translator. Only hard copies of the original document can be certified as a true and correct copy by a translator.

Documents issued outside of Australia will need to be certified as true copies by an appropriate signatory:

- Australian non-honorary consulate
- Australian embassy, or
- Australian High Commission, or alternatively, an Apostille Certificate can be obtained from a Hague Apostille Convention Competent Authority to authenticate a document issued overseas.

## Third-party checks

### Australian Federal Police National Police Checks

The Clean Energy Regulator may seek independent confirmation of the information provided in your application, particularly with regard to the 'fit and proper' person criteria at Part E.

For that reason, you must complete and submit an [Australian Federal Police National Police Check form](#)<sup>15</sup>, which gives permission for the Australian Federal Police to conduct a criminal record check. This consent form is available for download on the Clean Energy Regulator website. Do not initiate an Australian Federal Police criminal records check yourself, the Clean Energy Regulator will arrange and pay for this.

Your Australian Federal Police National Police Check form should be accompanied by certified identity documentation. Your identification documentation should total 100 points or more according to the [Australian Federal Police 100 point checklist for identification documents](#)<sup>16</sup>.

You need only provide one set of certified identity documentation to cover the requirements listed in the application form.

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<sup>14</sup> <http://www.naati.com.au>

<sup>15</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/information-for-auditors/how-to-register-as-an-auditor>

<sup>16</sup> <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>



## Foreign criminal records checks

If you have never lived in Australia, or have only recently arrived, an Australian National Police Check will not be relevant. In this situation, you must provide us with a criminal history check, no more than 12 months old, from the countries in which you have lived in the last 10 years.

The criminal history check must be obtained from a national government authority in the relevant country. If this is not possible, you must provide a criminal history check issued by a state or provincial authority for each state or province where you have lived over the last 10 years.

If authorities in the relevant country do not provide criminal history checks, you must provide a statutory declaration declaring that you have no criminal history and detailing the attempts you have made to obtain a criminal history check from the relevant authorities. If you are still overseas at the time you lodge your application, the statutory declaration must be notarised and registered at an Australian consulate in the country where you live.

## Submitting the application

You may submit your complete application by email. Scan your completed and signed application form, certified true copies, supporting statements and signed consent form and send to:  
[audit@cer.gov.au](mailto:audit@cer.gov.au)

Alternatively, you may print and sign your completed application form and then, along with certified true copies, supporting statements and signed consent form, post it to:

**Greenhouse and Energy Auditor Registration**  
**Clean Energy Regulator**  
**GPO Box 621**  
**Canberra ACT 2601 Australia**

### How long does it take to process an application?

It takes up to eight weeks to process an application. This depends on the completeness and quality of the information provided. In some cases, third-party checks such as the police records check may take longer than eight weeks.

### What happens if an application is incomplete?

If you have not completed all parts of the form, the Clean Energy Regulator will contact you in writing. The NGER Regulations allow three months to provide further information so that you have a completed application before it is deemed to have lapsed. The Clean Energy Regulator is unable to process applications that are incomplete or contain errors or omissions.

### How will you know if your application has been successful?

The Clean Energy Regulator will contact you in writing to advise you of the decision to register or not to register you as a greenhouse and energy auditor.



## More information

For more information, see the [Audit Information Hub](#)<sup>17</sup> of the Clean Energy Regulator website, which includes further information about Part 6 audits and registering as an auditor, as well as useful resources including the Register of Greenhouse and Energy Auditors and the audit determination handbook.

If you require assistance or have any questions regarding the registration process, please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email [audit@cer.gov.au](mailto:audit@cer.gov.au).

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<sup>17</sup> <http://www.cleanenergyregulator.gov.au/Infohub/Audits/audits>



## Appendix A: Example wording for a statutory declaration for change of name

If you answered 'yes' to question 3 of the application form, indicating you have been known by other name(s), you must provide evidence of your name change. If you are unable to provide such evidence, then you may provide a statutory declaration.

In Australia, statutory declarations can only be witnessed and signed by a person on the [list of authorised witnesses](#)<sup>18</sup>. For applicants from countries other than Australia, the Clean Energy Regulator will accept a statutory declaration signed by a person able to certify true copies in other countries (see the [Providing certified true copies](#) section of this guideline).

There are significant penalties for making false statements in statutory declarations. Further information about [statutory declarations](#)<sup>19</sup> is available on the Attorney-General's Department website.

### Example wording for a statutory declaration for change of name

#### STATUTORY DECLARATION

*Statutory Declarations Act 1959*

I, [new name, address and occupation of person making the declaration] make the following declaration under the *Statutory Declarations Act 1959*:

1. I was born on [date of birth] and formally known as [former name].
2. I have attached a certified copy of my [insert type of proof of identity, eg marriage certificate].
3. I have attached certified true copies of two forms of photo identification, one in my current name (as it will appear on the register) AND one in my maiden/former name.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

*Signature of person making the declaration*

Declared at [place] on [day] of [month] [year]

Before me,

[Signature of person before whom the declaration is made]

[Full name, qualification and address of person before whom the declaration is made (in printed letters)]

<sup>18</sup> <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

<sup>19</sup> <https://www.ag.gov.au/legal-system/statutory-declarations>



## Appendix B: Legislation knowledge requirements relevant to Part F

Legislation	Knowledge requirements—Category 2
<b><i>National Greenhouse and Energy Reporting Act 2007 (NGER Act)</i></b>	<ul style="list-style-type: none"> <li>• Part 1</li> <li>• Part 2</li> <li>• Part 3</li> <li>• Part 3E</li> <li>• Subdivision G, Division 4, Part 6</li> </ul>
<b>National Greenhouse and Energy Reporting Regulations 2008 (NGER Regulations)</b>	<ul style="list-style-type: none"> <li>• Regulation 1.03</li> <li>• Division 2.2</li> <li>• Divisions 2.4–2.5</li> <li>• Division 4.3</li> <li>• Divisions 4.5–4.7</li> <li>• Divisions 6.2–6.7</li> <li>• Schedule 1</li> <li>• Schedule 2</li> </ul>
<b>National Greenhouse and Energy Reporting (Measurement) Determination 2008 (NGER Determination)</b>	<ul style="list-style-type: none"> <li>• Part 1.1</li> <li>• Part 1.2</li> </ul>
<b>National Greenhouse and Energy Reporting (Audit) Determination 2009 (Audit Determination)</b>	<ul style="list-style-type: none"> <li>• All</li> </ul>
<b><i>Carbon Credits (Carbon Farming Initiative) Act 2011(CFI Act)</i></b>	<ul style="list-style-type: none"> <li>• Parts 1–3</li> <li>• Part 6</li> <li>• Part 9</li> <li>• Part 17</li> <li>• Part 19</li> </ul>
<b>Carbon Credits (Carbon Farming Initiative) Regulations 2011 (CFI Regulations)</b>	<ul style="list-style-type: none"> <li>• All</li> </ul>
<b>Carbon Credits (Carbon Farming Initiative) Rule 2015 (CFI Rule)</b>	<ul style="list-style-type: none"> <li>• All</li> </ul>
<b>Methodology determination</b>	Knowledge of any approved methodology determination



Legislation	Knowledge requirements—Category 2
<b><i>Renewable Energy (Electricity) Act 2000</i></b> <b>(REE Act)</b>	<ul style="list-style-type: none"><li>• Part 5, Division 1A</li><li>• Part 6, Division 2</li></ul>
<b>Renewable Energy (Electricity) Regulations 2001 (REE Regulations)</b>	<ul style="list-style-type: none"><li>• Part 3A</li><li>• Schedule 6</li></ul>



## Appendix C: Greenhouse and Energy Auditor Code of Conduct

The following is an extract of regulation 6.46 of the National Greenhouse and Energy Reporting Regulations 2008.

1. A registered greenhouse and energy auditor must abide by the principles set out in:
  - a. subregulations (2) to (7)—while preparing for, carrying out, or assisting in carrying out, a Part 6 audit and in preparing audit reports
  - b. subregulations (8) and (9)—when the auditor is engaged in marketing or self-promotion as a registered greenhouse and energy auditor
  - c. subregulation (10)—in relation to other audit team members if the auditor is an audit team leader, and
  - d. subregulation (11)—in other situations not specifically mentioned above.

### Compliance with the law

2. The auditor must comply with laws and regulations applicable to registered greenhouse and energy auditors and the conduct of Part 6 audits.

### Integrity

3. The auditor must behave with integrity and in particular:
  - a. must be straightforward and honest in professional and business relationships relating to the carrying out of the audit and deal fairly with persons involved in the audit, and
  - b. must not allow his or her name to be associated with reports, returns, communications or other information relating to the carrying out of the audit (audit material) if he or she believes that the audit material:
    - i. contains a materially false or misleading statement
    - ii. contains statements that have been furnished recklessly, or
    - iii. omits or obscures information required to be included where the omission or obscurity would be misleading.

### Objectivity

4. The auditor must behave with objectivity and in particular:
  - a. must not compromise his or her professional judgment because of bias, conflict of interest or the undue influence of others that may arise during the audit, and
  - b. must avoid relationships that bias or unduly influence his or her professional judgment in relation to the audit.
5. The auditor must not accept gifts given by the audited body or someone associated with the audited body.
6. A reference in 5 to the auditor accepting gifts:
  - a. includes a member of the auditor's immediate family accepting gifts and hospitality, and
  - b. includes the auditor accepting hospitality.



## Professional competence and due care

7. The auditor must behave with competence and due care and in particular:
  - a. must act in accordance with the requirements of the Audit Determination
  - b. must act carefully, thoroughly and on a timely basis
  - c. must make the audited body aware of limitations inherent in the audit
  - d. must maintain sufficient professional knowledge and skill to ensure that he or she is able to carry out the audit, and
  - e. if the auditor is the audit team leader—must ensure that the other team members have appropriate training and supervision.

## Marketing and promotion

8. In marketing or self-promotion as a registered greenhouse and energy auditor, the auditor must be honest and truthful and must not:
  - a. make exaggerated claims about:
    - i. the audit services he or she provides
    - ii. his or her qualifications, or
    - iii. his or her experience gained as an auditor, or
  - b. make disparaging references or unsubstantiated comparisons to the work of other registered greenhouse and energy auditors or members of an audit team who are not registered greenhouse and energy auditors.
9. The auditor must not attempt to sell other services to the audited body to avoid impairing the independence of the auditor's ability to provide audit services under these Regulations.

## Obligation on audit team leaders

10. If the auditor is an audit team leader, he or she must ensure that the other audit team members comply with the Code of Conduct when assisting in carrying out the audit.

## Professional behaviour

11. The auditor must avoid any action that may bring discredit to the auditor or greenhouse and energy auditors generally.