



FORM

CER-NGER-AUDIT

v1.0 13/12/2013

Application for Registration as a Greenhouse and Energy Auditor

under section 75A of the *National Greenhouse and Energy Reporting Act 2007*

Purpose of this form

This form is for use by auditors who are applying for registration as a greenhouse and energy auditor under section 75A of the *National Greenhouse and Energy Reporting Act 2007*.

In accordance with division 6.4 of the *National Greenhouse and Energy Reporting Regulations 2008*, your answers to the following questions will enable the delegate to make an informed decision on whether or not you satisfy the requirements for registration as a greenhouse and energy auditor. The following legislative provisions are relevant to the assessment of the application:

Regulation 6.11 – Relevant academic qualifications

Regulation 6.12 – Applicant must be fit and proper person

Regulation 6.14 – NGER legislation knowledge

Regulation 6.14A – CFI legislation knowledge

Regulation 6.15 – Audit knowledge

Regulation 6.16 – Audit team leadership and assurance knowledge - Category 2 and 3 applicants

Regulation 6.19 – Auditing experience required for applicants for Category 1 registration

Regulation 6.20 – Auditing experience required for applicants for Category 2 registration

Regulation 6.21 – Auditing experience required for applicants for Category 3 registration

Regulation 6.23 – Form and content of applications for registration

The *National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012* further sets out how an applicant may meet the requirements of registration as a greenhouse and energy auditor.

Eligibility

This form is to be completed by:

- Individuals who wish to apply for greenhouse and energy auditor registration, or
- Registered greenhouse and energy auditors wishing to upgrade their registration.

Eligibility requirements are set out in the *National Greenhouse and Energy Reporting Regulations 2008* and the *National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012*.

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: Personal details
- Part B: Category of greenhouse and energy auditor and specialisation(s)
- Part C: Employment
- Part D: Tertiary qualifications
- Part E: Suitability of applicant
- Part F: Membership of professional body
- Part G: Legislation and/or technical knowledge
- Part H: Audit experience
- Part I: Audit qualifications/training/certification
- Part J: Referees
- Part K: Proof of identity
- Part L: Attachments checklist
- Part M: Other information
- Declaration and signature
- Australian Federal Police national police check consent form (available on the Clean Energy Regulator website)

Applying to upgrade

If you are a registered greenhouse and energy auditor and applying to upgrade your registration, you do not need to provide all the information and documentation that was included in your previous application. You are only required to provide any:

- personal details that may have changed since you were previously registered,
- information that is relevant to your current application, and
- documentation supporting claims relevant to your current application (e.g. completion of relevant training since previous registration).

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 an instruction has a black double arrow (▶▶), go to the next indicated part/section. 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 it is applicable, **(required if applicable)** 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 additional documentation to support a claim may need to be attached to the application.

Help filling in this form

The Greenhouse and Energy Auditor Registration Guidelines have been designed to help applicants interpret the eligibility criteria set out in the *National Greenhouse and Energy Reporting Regulations 2008* and the *National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012*.

The Greenhouse and Energy Auditor Registration Guidelines also provide practical advice on how applicants should fill in various sections of the form.

The Greenhouse and Energy Auditor Registration Guidelines do not constitute legal advice. Applicants are encouraged to seek independent advice on how the *National Greenhouse and Energy Reporting Act 2007*, the *Carbon Credits (Carbon Farming Initiative) Act 2011*, and subordinate legislation apply to their particular circumstances.

The terms used in this application form are further defined in the *National Greenhouse and Energy Reporting Act 2007*, the *National Greenhouse and Energy Reporting Regulations 2008*, the *National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012*, the *Carbon Credits (Carbon Farming Initiative) Act 2011* and the *Carbon Credits (Carbon Farming Initiative) Regulations 2011*. The legislation can be found at the [ComLaw website](http://www.comlaw.gov.au)¹.


If you require further 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@cleanenergyregulator.gov.au.

¹ www.comlaw.gov.au

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Part A: Personal details

It is a requirement that you provide the following personal information.

 Your residential address, date and place of birth are required for proof of identity purposes.

1. Prior registration as a greenhouse and energy auditor (required)

Have you previously applied as a greenhouse and energy auditor?

No


Yes Provide registration number below. ▼

Registration
number

2. Name of applicant (required)

Title (e.g. Mr, Mrs or Ms)	<input type="text"/>
First name	<input type="text"/>
Middle name(s)	<input type="text"/>
Last name	<input type="text"/>

3. Have you been known by any other name(s)? (required)

 If 'Yes', you need to provide a certified copy of your name change document (e.g. marriage or name change certificate) or a statutory declaration and supporting documentation with your application.

No

Yes Provide details below. ▼

Other name(s)

4. Date of birth (required)

	Day (dd)	Month (mm)	Year (yyyy)
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Place of birth (required)

Country	<input type="text"/>
Town/city	<input type="text"/>

6. Residential address (required)

Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb/city	<input type="text"/>
State/territory	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

7. Business contact details (required)

- ▶ Provide a business contact phone number and alternative contact phone number. Include area codes, where applicable.

i *If your application for registration is successful your business contact details will be published online on the Register of Greenhouse and Energy Auditors.*

Business contact number	
Alternative contact number	

- ▶ Provide a business contact email address.

Email address	
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8. Business address (required)

- ▶ Provide your **business street address**.

Address line 1	
Address line 2	
Address line 3	
Suburb/city	
State/territory	
Postcode	
Country	

- ▶ If your business postal address is different to the above, provide your **business postal address**.

i *If your application for registration is successful your **business postal address** will be published online on the Register of Greenhouse and Energy Auditors.*

Address line 1	
Address line 2	
Address line 3	
Suburb/city	
State/territory	
Postcode	
Country	

Part B: Category of greenhouse and energy auditor and specialisation(s)

9. What category of registered greenhouse and energy auditor are you applying for? (required)

- ▶ Tick the appropriate boxes below.
- ▶ You may apply for more than one category.

i To apply for **Category 3** registration, you must already be registered as a Category 2 greenhouse and energy auditor, or have previously been registered as a Category 3 greenhouse and energy auditor.

<input type="checkbox"/>	Category 1 – NGER technical
<input type="checkbox"/>	Category 1 – CFI technical
<input type="checkbox"/>	Category 1 – non-technical
<input type="checkbox"/>	Category 2
<input type="checkbox"/>	Category 3

10. Industry specialisations

- ▶ Tick the appropriate boxes below to indicate which industry specialisations are relevant to your application.

	Industry specialisation	Please complete
<input type="checkbox"/>	Greenhouse gas and/or energy	Section 10a ▶▶
<input type="checkbox"/>	Carbon Farming Initiative	Section 10b ▶▶
<input type="checkbox"/>	Financial	
<input type="checkbox"/>	Other	Section 10c ▶▶

a) Industry specialisation: Greenhouse gas and/or energy

Energy Consumption	<input type="checkbox"/>	Electricity production
	<input type="checkbox"/>	Chemical or metal production
	<input type="checkbox"/>	Transport
Fuel Combustion	<input type="checkbox"/>	Solid
	<input type="checkbox"/>	Liquid
	<input type="checkbox"/>	Gas
Energy Production	<input type="checkbox"/>	Biogas generation
	<input type="checkbox"/>	Geothermal generation
	<input type="checkbox"/>	Solar generation
	<input type="checkbox"/>	Thermal generation
	<input type="checkbox"/>	Water generation
	<input type="checkbox"/>	Wind generation
Fugitive Emissions	<input type="checkbox"/>	Carbon capture and storage source
	<input type="checkbox"/>	Crude oil production

	<input type="checkbox"/>	Crude oil refining
	<input type="checkbox"/>	Crude oil transport
	<input type="checkbox"/>	Mines - Open cut
	<input type="checkbox"/>	Mines - Underground
	<input type="checkbox"/>	Natural gas distribution
	<input type="checkbox"/>	Natural gas production or processing (flaring or venting)
	<input type="checkbox"/>	Natural gas production or processing (other than flaring or venting)
	<input type="checkbox"/>	Natural gas transmission
	<input type="checkbox"/>	Oil or gas exploration
	Industrial Process Emissions	<input type="checkbox"/>
	<input type="checkbox"/>	Hydrofluorocarbons and sulphur hexafluoride gases
	<input type="checkbox"/>	Metal product source
	<input type="checkbox"/>	Mineral product source
Waste Source Emissions	<input type="checkbox"/>	Solid waste disposal on land
	<input type="checkbox"/>	Waste incineration
	<input type="checkbox"/>	Wastewater handling (industrial)
	<input type="checkbox"/>	Wastewater handling (domestic or commercial)
Carbon Sequestration	<input type="checkbox"/>	Reforestation
	<input type="checkbox"/>	Carbon capture and storage
Other	<input type="checkbox"/>	Please specify. ▼

b) Industry specialisation: Carbon Farming Initiative

Approved Methodologies	<input type="checkbox"/>	Sequestration methodologies
	<input type="checkbox"/>	Emissions avoidance methodologies – Agricultural methodologies
	<input type="checkbox"/>	Landfill and alternative waste treatment methodologies
Other	<input type="checkbox"/>	Please specify. ▼

c) Industry specialisation: Other

Please provide any other industry specialisations relevant to your application	
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Part C: Employment

11. What is your current occupation? (required)

Current occupation	
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12. Employment details (required)

a) Are you self-employed?

No

Yes

Trading name of your company or employer	
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b) Company details (required)

- ▶ Provide company identification details for your company or employer.

i You must provide one of the following identifying details in order of precedence: ABN, ACN, ARBN or street address.

ABN	
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- ▶ If no ABN, please provide ACN.

ACN	
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- ▶ If no ACN, please provide ARBN.

ARBN	
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- ▶ If no ABN, ACN or ARBN, please provide your company/employer's street address.

Address line 1	
Address line 2	
Address line 3	
Suburb/city	
State/territory	
Postcode	
Country	

Part D: Tertiary qualifications

It is a requirement that an applicant for greenhouse and energy auditor registration holds a relevant academic qualification from an appropriate university or equivalent institution of higher learning.

13. Tertiary qualification details (required)

▶ Provide tertiary education details.

📎 You need to provide a certified copy of your highest relevant tertiary qualification with your application.

Highest relevant tertiary qualification	
Year qualification awarded	
Name of Institution	
Country	

Part E: Suitability of applicant

It is a requirement that an applicant must be a fit and proper person to be a registered greenhouse and energy auditor.

14. Applicant must be a fit and proper person (required)

- i *The Clean Energy Regulator may seek to confirm the information you provide at this part by way of independent checks with relevant agencies. This may include police record checks.*
- f *You need to provide a completed Australian Federal Police national police check consent form, available on the Clean Energy Regulator website. This enables the Clean Energy Regulator to authorise relevant agencies to proceed with third-party checks.*
- f *If you reside, or have resided, in a foreign country within the last 10 years, you also need to provide a criminal records check from that country's law enforcement agency.*

a) Criminal convictions

Within the last 10 years have you had any conviction (other than a spent conviction) for an offence against a law of the Commonwealth, a State or Territory or a foreign country (including a state or similar division of a foreign country) if the offence had an element of dishonesty?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

b) Criminal proceedings

Are you the subject of any charge or other proceedings for an offence against a law of the Commonwealth, a State or Territory or a foreign country (including a state or similar division of a foreign country) if the offence has an element of dishonesty?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

c) Civil liability

Within the last 10 years have you had any finding of civil liability for any breach of trust or other breach of fiduciary duty, dishonesty, negligence or recklessness in the course of your work?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

d) Bankruptcy

Are you, or have you ever been, bankrupt or are you applying to take the benefit of any law for the relief of bankrupt or insolvent debtors?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

e) Financial status

Have you ever compounded with creditors or made an assignment of remuneration for their benefit?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

f) Previous registration

Have you ever been excluded from practice as an auditor, or had your registration as an auditor suspended, or been deregistered, or been the subject of other disciplinary action by an auditor registration authority where the outcome was an adverse finding against you?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

g) Membership of a relevant professional body cancelled

Have you ever had your membership of a relevant professional body cancelled?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

h) Disciplinary action by a relevant professional body

Have you ever been the subject of disciplinary action taken by a relevant professional body where the outcome was an adverse finding against you?

No

Yes Provide details below. ▼

Please provide a brief statement describing the circumstances

Part F: Membership of a professional body

15. Relevant memberships (required)

Are you currently a member of a relevant professional body? (required)

No

Yes Provide details below. ▼

 If there is insufficient space below, please attach separate sheet.

Name of professional body	
Member since (year only)	
Comment (e.g. status of membership)	

Name of professional body	
Member since (year only)	
Comment (e.g. status of membership)	

Name of professional body	
Member since (year only)	
Comment (e.g. status of membership)	

Name of professional body	
Member since (year only)	
Comment (e.g. status of membership)	

Name of professional body	
Member since (year only)	
Comment (e.g. status of membership)	

Part G: Legislation and/or technical knowledge

It is a requirement that an applicant for greenhouse and energy auditor registration has appropriate knowledge of the National Greenhouse and Energy Reporting and/or Carbon Farming Initiative legislation.

16. Please provide a statement that demonstrates your knowledge of the National Greenhouse and Energy Reporting and/or the Carbon Credits (Carbon Farming Initiative) legislation relevant to the category of auditor for which you are applying. (required)

- ▶ Your statement must demonstrate **how** the knowledge was obtained including, if relevant, details of the following:

National Greenhouse and Energy Reporting legislation

- previous experience in assisting a liable entity or a registered corporation meet its reporting obligations under the *National Greenhouse and Energy Reporting Act 2007*,
- training in the National Greenhouse and Energy Reporting legislation, and
- experience in participating in greenhouse and energy audits or those that meet the definition of an alternative audit.

Carbon Credits (Carbon Farming Initiative) legislation*

- previous experience in assisting a project proponent meet its reporting obligations under the *Carbon Credits (Carbon Farming Initiative) Act 2011*, and
- training in the Carbon Credits (Carbon Farming Initiative) legislation.

* Note that, for registration as a Category 1 - CFI technical auditor, you must demonstrate your knowledge of at least one methodology determined under the *Carbon Credits (Carbon Farming Initiative) Act 2011*.

- ❗ You should explain how your knowledge/experience demonstrates your suitability for the category/categories for which you are applying.
- ❗ You should also provide any other information that you think might help the Clean Energy Regulator assess your knowledge of the legislation.
- ❗ Please note that the Clean Energy Regulator may seek to validate this information through third party checks.

Please provide a statement (maximum of 700 words)

Part H: Audit experience

It is a requirement that an applicant for greenhouse and energy auditor registration has the appropriate kind and hours of experience in audit, relevant to the category/categories in which they apply.

The following questions ask you to quantify your participation as a professional member of an audit team.

The audits on which you base your responses:

- must be of a kind as specified in the *National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012*, and
- must have been undertaken within the last five years.
- ❗ *Applicants for all categories must provide evidence of their audit experience.*
- ❗ *Applicants for **Category 2** must provide evidence of their experience in audit team leadership and assurance.*
- ❗ *Applicants for **Category 3** must already be registered as Category 2 auditors and provide evidence of their experience in greenhouse and energy audits conducted under the National Greenhouse and Energy Reporting Act 2007.*

17. Within the last five years does the sum total of your experience as a professional member of an audit team, including time spent leading audit teams, exceed 700 hours? (required)

No

Yes Go to question 19 »

18. Within the last five years does the sum total of your experience as a professional member of an audit team, including time spent leading audit teams, exceed 350 hours?

No

Yes

19. Within the last five years does the sum total of your experience relevant to the Carbon Credits (Carbon Farming Initiative) legislation include at least 200 hours of audit and 150 hours of technical experience? (required)

No

Yes

20. Audit team leadership (required, if applicable)

- ▶ Please estimate the total number of hours of your experience as an audit team leader of an audit team that has three or more **other** members during the last five years.

❗ *It is a requirement that applicants for Category 2 greenhouse and energy auditor registration demonstrate experience as an audit team leader in accordance with section 19 of the National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012. That is, applicants must demonstrate at least 490 hours experience as an audit team leader of an audit team that has three or more **other** members, in at least one audit of a kind.*

Estimated hours

21. Category 3 applicants (required, if applicable)

- ▶ Please provide an estimate of the total number of hours of your experience as a professional member of an audit team, including time spent leading audit teams, in the last five years.

❗ *It is a requirement that applicants for Category 3 greenhouse and energy auditor registration must demonstrate experience as a professional member of an audit team in accordance with section 20 of the National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012. That is, applicants must demonstrate at least 20 hours of experience as an audit team leader and/or 60 hours experience as an audit team member in greenhouse and energy audits conducted under the National Greenhouse and Energy Reporting Act 2007?*

Estimated hours

22. Within the last five years have you participated in five or more audits as a professional member of an audit team? (required)

No

Yes

23. Category 1 - CFI technical applicants (required, if applicable)

- ▶ Please provide an estimate of the total number of audits you have participated in as a professional member of an audit team, during the last five years.

i *It is a requirement that applicants for Category 1 – CFI technical greenhouse and energy auditor registration must demonstrate experience as a professional member of an audit team in accordance with section 17 of the National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012. That is, applicants must demonstrate experience in at least two audits of a kind in the last five years.*

Estimated number of audits	
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24. Audit log (required)

▶ To assist the Clean Energy Regulator in assessing the appropriateness of your audit experience, please complete the table below detailing your experience in auditing and preparing audit reports and/or attach a copy of your audit log.

↳ *If there is insufficient space below, please attach separate sheet.*

Date audit conducted	Total hours participation	Name of audited body/project/engagement	Role in audit ²	Number of team members ³	Type of audit ⁴	Audit standards used to conduct audit	Did you prepare the audit report?

² For example, team member, team leader, peer reviewer.
³ Include leader and active auditors only.
⁴ For example, verification, assurance, environmental.




25. Additional information statement

- ▶ Please include any other information that would assist the Clean Energy Regulator in assessing your audit experience, e.g. your experience in addressing matters of operational control and assessing corporate structures and boundaries. CFI applicants should include any experience in applying approved methodologies.

Maximum of 700
words

Part I: Audit qualifications/training/certification

It is a requirement that applicants for **all categories** of greenhouse and energy auditor registration provide evidence of their knowledge of audit.

-  Applicants for **Category 1 - CFI technical** must provide evidence of their participation in courses, technical working groups or projects relevant to the Carbon Credits (Carbon Farming Initiative) legislation.
-  Applicants for **Category 2** must also provide evidence of their knowledge of audit team leadership and assurance.
-  If an applicant does not hold any audit qualifications, or has not completed any audit training, the National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012 sets out other ways in which an applicant may demonstrate such knowledge.

 You will need to attach certified true copies of relevant qualification/training/certification to your application.

26. Do you hold any audit qualifications, or have you undertaken any auditing training or certification? (required)

No

Yes Provide details below. ▼

 If there is insufficient space below, please attach separate sheet.

Name of qualification/training/certification	
Provider, working group or project	
International or Australian Compliance Standard	
Year awarded	

Name of qualification/training/certification	
Provider, working group or project	
International or Australian Compliance Standard	
Year awarded	

Name of qualification/training/certification	
Provider, working group or project	
International or Australian Compliance Standard	
Year awarded	

Name of qualification/training/certification	
Provider, working group or project	
International or Australian Compliance Standard	
Year awarded	

Part J: Referees

It is a requirement that applicants for **all categories** of greenhouse and energy auditor registration provide at least two written references from eligible referees with their application.

The references must:

- confirm that you audited and prepared audit reports, and, for **Category 2**, have been an audit team leader,
- confirm your audit experience in greenhouse and energy audits under the *National Greenhouse and Energy Reporting Act 2007*, alternative audits or CFI audits, and
- that you completed these tasks competently.

Audits must be of a kind specified in the *National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012*.

 A person is an eligible referee if:

- the referee is the Chief Executive Officer (CEO), Chief Financial Officer (CFO), Audit Committee Chair or a Director of an entity that you have audited, and for that audit you were the audit team leader or a professional member of the audit team, or
- the referee is a person, other than a referee mentioned above, who has paid you to undertake audit work in relation to that person or that person's business.

 You must attach **two** written references from eligible referees to your application.

27. Referee details

▶ Please provide the following details from your two referees (required)

Referee One - Title (e.g. Mr, Mrs or Ms)	
First name	
Last name	
Referee's professional relationship to you	
Number of audits undertaken for referee?	
Name of company this referee represents:	
Business address line 1	
Business address line 2	
Suburb/city	
State/territory	
Postcode	
Country	
Primary contact number	
Alternative contact number	
Email address	

Referee Two - Title (e.g. Mr, Mrs or Ms)	
First name	
Last name	
Referee's professional relationship to you	

Number of audits undertaken for referee?	
Name of company this referee represents:	
Business address line 1	
Business address line 2	
Suburb/city	
State/territory	
Postcode	
Country	
Primary contact number	
Alternative contact number	
Email address	

Part K: Proof of Identity

An applicant for greenhouse and energy auditor registration must provide two identification documents with their application.

- ▶ Please indicate which two certified documents will be attached.

You may provide either:

- two primary identification documents

OR

- one primary and one secondary identification document.

 *Certified true copies of two identification documents must be attached to your application.*

PRIMARY identification documents

<input type="checkbox"/>	A licence or permit issued under a law of a state or territory of the Commonwealth of Australia or equivalent authority of a country other than the Commonwealth of Australia for the purpose of driving a vehicle that contains your photograph and name.
<input type="checkbox"/>	A passport issued by the Commonwealth of Australia.
<input type="checkbox"/>	A passport or a similar document issued in your name for the purpose of international travel, that: <ol style="list-style-type: none"> a. contains your photograph and signature, and b. is issued by the United Nations or an agency of the United Nations or a government other than the Commonwealth of Australia.
<input type="checkbox"/>	A card issued under a law of a state or territory of the Commonwealth of Australia for the purpose of proving your age which contains your name and photograph.
<input type="checkbox"/>	A national identity card issued in your name for the purpose of identification, that: <ol style="list-style-type: none"> a. contains your photograph and signature, and b. is issued by the United Nations or an agency of the United Nations or a government other than the Commonwealth of Australia.
<input type="checkbox"/>	A birth certificate or extract of a birth certificate issued by a state or territory of the Commonwealth of Australia.
<input type="checkbox"/>	A birth certificate issued by the United Nations or an agency of the United Nations or a government other than the Commonwealth of Australia.
<input type="checkbox"/>	A citizenship certificate issued by the Commonwealth of Australia.
<input type="checkbox"/>	A citizenship certificate issued by a government other than the Commonwealth of Australia.
<input type="checkbox"/>	A pension card issued by Centrelink that entitles you to financial benefits.

SECONDARY identification documents

<input type="checkbox"/>	A notice that was issued to an individual by the Commonwealth of Australia or a state or territory of the Commonwealth of Australia within the preceding 12 months that: <ol style="list-style-type: none"> a. contains your name and residential address, and b. records the provision of financial benefits to you under a law of the Commonwealth of Australia or a state or territory of the Commonwealth of Australia.
<input type="checkbox"/>	A notice that was issued to you by the Australian Taxation Office within the preceding 12 months that: <ol style="list-style-type: none"> a. contains your name and residential address, and b. records a debt payable to you, or by you, to the Commonwealth of Australia under Commonwealth of Australia law relating to taxation.
<input type="checkbox"/>	A notice that was issued to you by a local government body or utilities provider within the preceding three months that: <ol style="list-style-type: none"> a. contains your name and residential address, and b. records the provision of services to you by that local government body or utilities provider to that address.

Part L: Attachments checklist

▶ Have you provided the following supporting documentation with your application?

- A certified copy of your marriage certificate, name change certificate or provide a statutory declaration of all names changes (if applicable)
- A certified copy of highest tertiary qualification
- Certified copies of all qualifications/ training or certifications
- An audit reference from your first referee
- An audit reference from your second referee
- A certified copy of your first proof of identity document
- A certified copy of your second proof of identity document
- A certified copy of proof of your current residential address (only if not already provided as proof of identity above)
- A completed and signed consent form for an Australian Federal Police National Police Check
- A foreign criminal records check (if applicable)

Part M: Other information

28. Is there any information not included in this application that you feel is relevant to your application for registration as a greenhouse and energy auditor? (required)

No

Yes Provide details below. ▼

Please provide details
(maximum of 700 words)

Declaration and signature

All applicants for greenhouse and energy auditor registration are required to read this section.

Under the National Greenhouse and Energy Reporting legislation, the Clean Energy Regulator can only make a decision on an application for registration as a greenhouse and energy auditor when satisfied that the applicant has complied with all requirements.

The applicant must:

- indicate that they will comply with the Code of Conduct,
- have the relevant tertiary qualifications,
- be a fit and proper person,
- have knowledge of the National Greenhouse and Energy Reporting legislation and/or the Carbon Credits (Carbon Farming Initiative) legislation,
- where relevant have knowledge of at least one methodology used under the Carbon Credits (Carbon Farming Initiative) legislation,
- have knowledge of auditing, and
- have experience of auditing.

Applicants are required to supply the Clean Energy Regulator with statements and evidence to show that they meet each of these requirements.

In order to assist applicants to correctly complete this application form, and to understand their obligations under the *National Greenhouse and Energy Reporting Act 2007*, the *National Greenhouse and Energy Reporting Regulations 2008*, and the *National Greenhouse and Energy Reporting (Auditor Registration) Instrument 2012*, the *Carbon Credits (Carbon Farming Initiative) Act 2011*, and the *Carbon Credits (Carbon Farming Initiative) Regulations 2011*, the Commonwealth has developed the Greenhouse and Energy Auditor Registration Guidelines. It should be noted that the Greenhouse and Energy Auditor Registration Guidelines do not constitute legal advice. Applicants are encouraged to seek independent advice to find out how the relevant legislation applies to their circumstances.

Undertaking

In submitting this application for registration as a greenhouse and energy auditor, I declare:

- I have read and acknowledged the information provided above.
- The information that I have supplied in this application (including any attachments) is complete, correct, up to date in every detail and in accordance with the National Greenhouse and Energy Reporting and the Carbon Credits (Carbon Farming Initiative) legislation.
- I am aware and acknowledge 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 accordance with the *National Greenhouse and Energy Reporting Regulations 2008* subregulation 6.23(3)(c), I will abide by the Greenhouse and Energy Auditor Code of Conduct.
- I will inform the Clean Energy Regulator of any changes to my details or circumstances as provided in this form.

Consent

I consent to the Clean Energy Regulator contacting third parties, and releasing information contained in this application (including any attachments) for the purpose of verifying the authenticity of the information provided.

Printed name of applicant			
Signature			
	Day (dd)	Month (mm)	Year (yyyy)
Signature date			

Additional information

Publishing of information

The *National Greenhouse and Energy Reporting Regulations 2008* require that certain information from the Register of Greenhouse and Energy Auditors be published.

If your application for registration is successful, the following information will be published on the Clean Energy Regulator website so that potential users are able to access registered greenhouse and energy auditors:

- name,
- primary telephone contact number, email address and postal address,
- category/categories of auditor and, if Category 1, the type of Category 1 auditor,
- employer's name or, if self-employed through a company, the name of the company, and
- industry specialisation(s).

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 Act 2011* and the *National Greenhouse and Energy Reporting Act 2007*.

Accessibility disclaimer

The Clean Energy Regulator has worked to ensure 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.

Submitting this form

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

Post your completed application with any supporting documentation to:

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