VEU Auditor panel application form

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| Purpose of this form |
| This form is to be used by auditors who are applying to be appointed to the list of independent auditors.  The information provided on this from will be used by the commission to establish if the applicant has the relevant skills, competencies and qualifications to conduct assurance and or compliance audits and or audit annual energy acquisition statements. |

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| Information about compliance, assurance and annual energy acquisition statement audits |
| **Annual Energy Acquisition Statement audits**  The Victorian Energy Efficiency Target Act 2007 requires, under section 33(6), that the Annual Energy Acquisition Statement of a relevant entity must be audited by an independent third party.  **Compliance audits**  The commission may require a compliance audit if it has reasonable grounds to suspect that an accredited person has contravened a provision of the Act, or regulations made under. These may be undertaken by the commission or by independent auditors.  **Assurance audits**  The commission may require an assurance audit of the reliability, accuracy and completeness of a matter specified by the commission. Assurance audits will be carried out by independent auditors at intervals determined by the commission. Accredited persons will be required to undertake an assurance audit at least every two years |

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| General information about the application process |
| The commission is responsible for the appointment of auditors to the list of independent auditors.  Auditors are appointed to the list of independent auditors for a term of five years. After five years, auditors will be required to re-apply to remain on the list of independent auditors.  Audits and the auditing of annual energy acquisition statements are paid for by the accredited person or relevant entity, not the commission.  The commission appoints individuals to the list of independent auditors, not businesses or companies.  Auditors are required to comply with the Victorian Energy Efficiency Target Guidelines Version 9, a copy can be found at [Victorian Energy Efficiency Target Guidelines Version 9 (esc.vic.gov.au)](https://www.esc.vic.gov.au/sites/default/files/documents/OTH%20-%20VEET%20guidelines%20v9%20-%20for%20publication%20-%2020230701.pdf)  This form must be signed by the applicant and returned to the commission via email to [veu@esc.vic.gov.au](mailto:veu@esc.vic.gov.au)  **It is an offence to knowingly provide false or misleading information to the commission, under s68 of the *Victorian Energy Efficient Target Act 2007.***  If appointed, the commission will provide confirmation in writing of your appointment to the list of independent auditors.  If you are not appointed, the commission will provide confirmation in writing of this decision. |

**Part A: Applicant**

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| Applicant details | |
| 1. Full name and title | Click here to enter text. | |
| 1. Current position | Click here to enter text. |
| 1. Current organisation | Click here to enter text. |
| 1. Company address | Click here to enter text. |
| 1. Contact email address | Click here to enter text. |
| 1. Contact phone number | Click here to enter text. |
| 1. Auditor category / categories you are applying for |  |
| * Auditor for annual acquisition statements |  |
| * Assurance auditor |  |
| * Compliance auditor |  |
| 1. Outline, briefly for each category you are applying for, your;  * field of work, * core expertise, * relevant work experience * relevant qualifications * relevant professional association membership | Click here to enter text | |
| 1. List examples of relevant audit work, for each category you wish to apply for, that you have previously undertaken | Click here to enter text | |
| 1. Outline either your experience in the VEET scheme OR that you have attended or viewed the online VEET training video | Click here to enter text. | |
| 1. Please outline any conflicts of interest or potential conflicts of interest (e.g. such as having provided consultancy services to accredited persons) and the way the potential or perceived conflict of interest is proposed to be managed. | Click here to enter text. | |
| 1. Please list at least two (2) referees, their relationship with the applicant and their contact details. Commission staff may contact your referees. | Click here to enter text. | |

**Part B - Support team – for assurance and compliance auditors**

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| Support team details | |
| 1. List suitably qualified and experienced personnel to act as your support team OR how you intend to appoint appropriate people for your team (Electrical inspector, Plumbing inspector, Surveyor and lighting designer) | Click here to enter text. |

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| **I declare that:**   * To the best of my knowledge and belief, and having taken all reasonable steps to verify the information, that all the information in the form is true and correct as at the date of this declaration;   **I understand that:**   * It is an offence to give information and documentation to the commission that I know to be false or misleading in a material particular; and * Provision of incorrect, false or misleading information may result in the application to be appointed to the list of independent auditors being refused.   **I consent to:**   * The commission contacting third parties, identified in the application and attached documents, for the purpose of verifying the authenticity of the information provided. * The publication of my name, organisation and email on the List of Independent Auditors, which is publicly available via the commission website | |
| **Name:** | Click here to enter text. |
| **Signature:** |  |
| **Date:** | Click or tap to enter a date. |

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| Required attachments. |
| Applicant CV |
| CV’s for expert support team |
| Certificate of currency for a minimum of $10m professional indemnity insurance covering the applicant and / or the applicants employer |

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| Privacy statement. |
| The personal information in this application form will be used to:   * contact the applicant or their referees about their application * assess whether the applicant has the relevant skills, competencies and qualifications to conduct assurance audits and has undertaken training or has sufficient knowledge or experience in relation to the VEET Scheme, as required under the Victorian Energy Efficiency Target Act 2007.   Please refer to our [Privacy and Confidential Information Policy](https://www.esc.vic.gov.au/about-us/our-policies/privacy-and-confidential-information-policy)for more information about how we handle personal information, your rights to seek access to and correct personal information, and your right to complain about breaches of privacy by the Essential Services Commission |