

Conditions of CBD Accreditation

To be re-accredited as a CBD Accredited Assessor you will need to agree to a set of conditions which are listed under section 27 of the *Building Energy Efficiency Disclosure Act 2010* (BEED Act) and under regulation 9 of the *Building Energy Efficiency Disclosure Regulations 2010* (BEED Regulations).

You are required to comply with all the conditions listed in this application. Failure to comply with the conditions may result in a suspension or revocation of your accreditation. The conditions of accreditation are:

Insurance cover

You must be covered at all times whilst a CBD Accredited Assessor by:

- professional indemnity insurance that is adequate to cover claims arising out of assessments you carry out under the Act (BEED Regulation 9(2)(a)); and
- public liability insurance of at least \$10 million in relation to your functions as an accredited assessor (BEED Regulation 9(2)(b)).

Identification

You must identify yourself to an owner, lessee or sub-lessee before accessing a building, an area of a building or an area associated with the building for the purposes of the energy efficiency assessment or for the purpose of performing any other function under the BEED Act or the BEED Regulations (BEED Regulation 9(5)).

Further training

During the time you are accredited, you must complete any further professional development training that the Department of the Environment and Energy or its authorised entity requests you, in writing, to complete (BEED Regulation 9(7)).

Conflicts of interest

You must, at the time you apply to an issuing authority for:

- a Building Energy Efficiency Certificate (BEEC); or
- a NABERS Energy for Offices rating; or
- a CBD Tenancy Lighting Assessment

Disclose in writing to the authority, any material interest you have in the issue of the above assessment, if that interest could conflict with the proper performance of your functions as a CBD Accredited Assessor.

This applies to interests:

- whether pecuniary or not; and
- whether acquired before or after your accreditation as an Assessor (BEED Regulation 9(3)(4)).

Maintaining your NABERS Accreditation

You must remain registered as a NABERS Accredited Assessor while you are accredited as a CBD Assessor under the BEED Act. You should be aware that your CBD Assessor accreditation will become invalid without a valid NABERS Accreditation (BEED Regulation 9(8)).



Conditions of CBD Accreditation

Updating your details

You must notify the Secretary of the Department of the Environment and Energy if there is any change in personal circumstances such as email address, employment, criminal history, or insurance and indemnity details within two weeks by email at info@cbd.gov.au.

Cooperating with the Department of the Environment and Energy and any external auditing authority

You must work cooperatively with the Department of the Environment and Energy and any external auditing authority to ensure the effective and efficient administration of the BEED Act. For clarity, this obligation extends beyond any obligations you might have under the BEED Act and associated legislation and includes making yourself and any relevant documentation available within a reasonable period as requested by an auditing authority.

Proper and professional conduct

You must carry out your functions under the BEED Act in a proper and professional manner, concerned at all times to build or maintain the reputation of the Commercial Building Disclosure program set up under the BEED Act and in accordance with the *NABERS Energy Rating Rules* and the *CBD Tenancy Lighting Assessment for Offices Rules*.

Comply with the branding guidelines

You must comply with the branding guidelines (as amended from time to time) in connection with using any trademarks or other branding owned or supplied by the Department of the Environment and Energy. Details on the branding guidelines are available from the [CBD website](#).

Comply with OH&S requirements

You must comply with all relevant OH&S standards and legislation when undertaking an assessment.

Indemnity and release

If your application is approved, as a CBD Accredited Assessor, you indemnify the Department of the Environment and Energy against any losses:

- arising out of, or as a consequence of, any unlawful or negligent act or omission or breach of these conditions by you; or
- arising from or in relation to personal injury or property damage incurred by a third party in connection with the assessments,

except to the extent that any negligent act or omission by the Department, its officers or employees contributed to the loss.

