

SITE CONTAMINATION AUDIT SYSTEM

SITE CONTAMINATION AUDITOR ANNUAL RETURN



INSTRUCTIONS

Annual returns are required to be provided to the EPA under section 103Y of the *Environment Protection Act 1993*:

103Y—Annual returns and notification of change of address, etc

- (1) A site contamination auditor must, during the prescribed period each year, furnish the Authority with a return relating to site contamination audits for which the auditor is or was the responsible auditor, listing each such audit commenced, in progress, completed or terminated before completion during the period commencing—
 - (a) in the case of an auditor in his or her first year of accreditation—on the day on which accreditation was granted; or
 - (b) in any other case—on the first day of the prescribed period in the preceding year.

Penalty: Division 5 fine.

- (2) A return under this section must be in the form prescribed by regulation.
- (3) A site contamination auditor must, within 14 days after any change of address or any other change relating to his or her activities as a site contamination auditor that affects the accuracy of particulars last furnished to the Authority, notify the Authority of the change.

Penalty: Division 5 fine.

- (4) In this section—
 - prescribed period means the period commencing eight weeks before, and ending four weeks before, the anniversary of the day on which the auditor's accreditation was granted or last renewed;
 - responsible auditor—a site contamination auditor is the responsible auditor for a site contamination audit if the work involved in the audit is carried out personally by, or under the direct supervision of, the auditor.

Requirements relating to annual returns are also prescribed in the *Environment Protection Regulations 2023* (the Regulations):

Regulation 63 Annual returns by auditors [section 103Y(2)]

For the purposes of section 103Y(2) of the Act, an annual return relating to site contamination audits for which a site contamination auditor is or was the responsible auditor must be in the form set out in Schedule 3 clause 5.

Please ensure that all sections of the form are completed, requested information and attachments (where necessary) are provided and labelled as indicated. Please do not modify the form by moving or deleting sections or text, including these instructions. Please ensure you are using the current version of the form (check the [EPA website](#)).

Refer to the current version of the EPA publication [Site contamination: Guidelines for the site contamination audit system](#), for further information. For any enquiries or questions relating to the site contamination audit system, including requests for editable versions of this form, contact the EPA Site Contamination Branch.

Annual returns must be sent to:

By mail

Manager, Site Contamination Branch
 Environment Protection Authority
 GPO Box 2607
 Adelaide SA 5001

Forms can be emailed in pdf format to the Manager and your allocated EPA coordinator.

For any enquiries or questions relating to the site contamination audit system, contact the EPA Site Contamination Branch on:

Telephone: (08) 8204 2004

Email: EPAsitecontam@epa.sa.gov.au

ANNUAL RETURNS BY AUDITORS

(under section 103Y of the *Environment Protection Act 1993*)

SECTION A: AUDITOR DETAILS	
Period to which annual return relates***:	
Name of auditor*:	
Auditor's accreditation number:	
Term of auditor's accreditation	to
Name of auditor's company or business:	
Auditor's business address:	
Auditor's business telephone number(s):	
Auditor's fax number:	
Auditor's email address:	

Provide details** of each audit undertaken during the period to which the return relates*** for which the auditor was the responsible auditor* including the following details for each audit (on a separate sheet):

- the EPA reference and site location
- if the person for whom the audit has been commissioned is different to the person last notified to the EPA, the name of the new person and his or her commissioning authority (eg EPA, owner, occupier, developer or other)
- whether the audit was, during that period, commenced, ongoing, completed or terminated before completion
- if the audit was commenced, completed or terminated during that period, the date of commencement, completion or termination.

Has the auditor, during the period to which the return relates***, under these regulations or under legislation similar to these regulations in force in another State or Territory of the Commonwealth –

- | | | |
|---|-----|----|
| • been the subject of disciplinary action (or any preliminary investigations preceding such possible action)? | YES | NO |
| • had his/her accreditation or similar authority suspended or cancelled? | YES | NO |
| • been disqualified from acting as a site contamination auditor? | YES | NO |
| • had conditions imposed on his/her accreditation or similar authority limiting the range of activities that he or she may undertake? | YES | NO |
| • had an application for such accreditation or similar authority refused? | YES | NO |

If yes to any of the above questions, provide details** (on a separate sheet).

Annual returns

What is the amount and the expiry date of the policy of professional indemnity insurance held by the auditor or by which the auditor is covered?

Indicate auditor's current employment status:	employee	YES	NO
	self employed	YES	NO
	partner	YES	NO
	unemployed	YES	NO
	other [<i>provide details</i>]		
Indicate auditor's current accreditation status under these regulations:	accredited	YES	NO
	under voluntary suspension	YES	NO
	under suspension other than voluntary suspension	YES	NO
	previously accredited	YES	NO
	other [<i>provide details on a separate sheet</i>]:	YES	NO

Indicate details any professional development or training relevant to site contamination undertaken by the auditor during the period to which the return relates***:

Professional development/training	Date of course
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DECLARATION

To the best of my knowledge, all information provided in this form is current and correct at the time of signing and dating.

Signed*:

Dated:

* This form must be completed and signed by the 'responsible auditor', being, under the *Environment Protection Act 1993* and the *Environment Protection Regulations 2023*, the auditor who personally carried out or directly supervised the work involved in the audit.

** If insufficient space, details may be annexed to this form

*** The period to which the return relates is the 12-month period commencing **eight** weeks before the anniversary of the day on which the auditor's accreditation was last renewed or, in the case of an auditor in his or her first year of accreditation, the period from the day on which the auditor's accreditation was granted to **eight** weeks before the anniversary of that day.

This annual return must be lodged with the EPA in accordance with section 103Y of the Environment Protection Act 1993.