

SITE CONTAMINATION AUDIT SYSTEM APPLICATION FOR ACCREDITATION AS A SITE CONTAMINATION AUDITOR PURSUANT TO THE *ENVIRONMENT PROTECTION ACT* 1993 (ISSUED DECEMBER 2016)



This form is to be used by persons who wish to apply for accreditation as a site contamination auditor pursuant to the South Australian *Environment Protection Act 1993*.

Note: This form is not for persons accredited in another jurisdiction seeking registration in South Australia in accordance with mutual recognition legislation. The EPA form *Site contamination auditor: Application for mutual recognition in South Australia* available from the EPA website <www.epa.sa.gov.au/files/4771288_sc_auditor_recognition.pdf> should be used.

INSTRUCTIONS

The statutory framework for the site contamination audit system is contained within the Environment Protection Act 1993 and the *Environment Protection Regulations 2009* (the Regulations). In completing an application, applicants should refer to the most recent version of the EPA publication *Guidelines for the site contamination audit system*, for an understanding of the accreditation process, eligibility criteria and the audit system.

An application for accreditation must¹:

- (a) be made to the Authority in the manner and form approved by the Authority; and
- (b) be signed by the applicant and completed in accordance with the instructions contained in the form; and
- (c) be accompanied by the fee for an application for accreditation as set out in Schedule 4 of the Regulations.

Please ensure that all sections of the application form are completed, requested information and attachments are provided and labelled as indicated, and the 'Application fee for accreditation as a site contamination auditor payment form' available from the EPA web site is also included.

Late applications will not be considered.

Please do not modify the layout or content of the application form.

One printed and one digital copy of the application must be provided to the EPA. Where possible, printed copies of applications should be in the form of a bound document or report containing all of the required information. The digital copy provided with the application must represent an accurate copy of the paper originals. All digital files must be clearly named. Supporting reports included in the application be provided in digital format only.

An application checklist is provided at the end of the form to assist applicants in preparing their applications.

The auditor accreditation process has been designed to be consistent, as far as possible, with the guidance provided in Schedule B9 of the *National Environment Protection (Assessment of site contamination) Measure 1999*.

An applicant's ability to meet the prescribed eligibility criteria² and be eligible for accreditation will be assessed by the EPA taking into account their:

- written application
- written exam and interview (where held).

An applicant will be expected to demonstrate their knowledge, understanding and demonstrated abilities at a level which is to the satisfaction of the EPA at all stages in the assessment process.

¹ Regulation 54(1) of the *Environment Protection Regulations 2009*.

² Regulation 53 of the *Environment Protection Regulations 2009*.

For any enquiries or questions relating to auditor applications, contact the EPA Site Contamination Branch on:

Telephone: (08) 8204 2004

Email: <epasitecontam@sa.gov.au>

Completed applications must be sent, on or before the advertised closing date, to:

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

APPLICATION FOR ACCREDITATION AS A SITE CONTAMINATION AUDITOR PURSUANT TO THE ENVIRONMENT PROTECTION ACT 1993

EPA Reference

(EPA use only)

SECTION A: APPLICANT DETAILS

PERSONAL DETAILS

Title: Mr Mrs Ms Dr Prof
 Other (specify)

Surname:

Full given names:

Personal address:

State: Postcode:

Personal postal address (if different from above):

State: Postcode:

Current employer (company name):

Current position:

Business address:

State: Postcode:

Business postal address (if different from above):

State: Postcode:

Business telephone:

Business facsimile:

Business mobile:

Business email:

If you have special medical or other requirements (eg wheelchair access or an interpreter for hearing impaired persons), please advise the EPA who will make arrangements to assist wherever possible.

QUALIFICATION DETAILS

Please provide details of your qualification(s) relevant to the field of site contamination assessment and remediation (must be a tertiary qualification approved by the Authority in a relevant discipline³) addressing the following:

- degree name
- institution conferring the degree
- major discipline (if relevant)
- year degree conferred.

RELEVANT PROFESSIONAL EXPERIENCE

Please provide a summary of your relevant professional employment history (applicants must have a total of at least eight (8) years' experience in the assessment and remediation of site contamination⁴) addressing the following:

- dates
- organisation
- position title
- key responsibilities.

CONTINUED PROFESSIONAL DEVELOPMENT

Please provide details demonstrating your commitment to continued professional development (CPD) relevant to site contamination including the most recent training or other professional development undertaken relevant to site contamination (to demonstrate knowledge and understanding at a level satisfactory to the EPA⁵) addressing the following:

- date
- duration
- training provider
- subject.

PROFESSIONAL CERTIFICATIONS, MEMBERSHIPS AND ASSOCIATIONS

Please provide details of relevant professional organisations/associations where you hold individual certification and/or are currently a member (to demonstrate knowledge and understanding at a level satisfactory to the EPA⁶) addressing the following:

- professional organisation
- type of membership
- date joined.

Please include as an attachment (**Attachment 1**) your current, detailed curriculum vitae, a copy of your awarded degree and summary information addressing your continued professional development and professional memberships and associations.

³ Regulation 53(2)(a) of the *Environment Protection Regulations 2009*.

⁴ Regulation 53(2)(b) of the *Environment Protection Regulations 2009*.

⁵ Regulation 53(2)(c) of the *Environment Protection Regulations 2009*.

⁶ Regulation 53(2)(c) of the *Environment Protection Regulations 2009*.

SECTION B: STATEMENTS OF KNOWLEDGE AND UNDERSTANDING

Regulation 53(2)(c) of the *Environment Protection Regulations 2009* provides that an applicant for accreditation must have knowledge and understanding at a level satisfactory to the Authority of:

- (i) the provisions of the Environment Protection Act 1993 and the regulations relating to site contamination assessment, remediation, audits and auditors; and
- (ii) codes of practice, guidelines and standards prepared or approved by the Authority that apply to site contamination assessment, remediation, audits and auditors
- (iii) the field of site contamination assessment and remediation.

For this section you are required to provide three (3) statements addressing each of the above. In each statement you should provide sufficient information to demonstrate your knowledge and understanding of these matters, as follows:

STATEMENT OF UNDERSTANDING OF LEGISLATION

Please include as an attachment (**Attachment 2**) a statement of your understanding of the matters set out in regulation 53(2)(c)(i) above.

STATEMENT OF UNDERSTANDING OF GUIDELINES

Please include as an attachment (**Attachment 3**), a statement of your understanding of the matters set out in regulation 53(2)(c)(ii) above.

STATEMENT OF KNOWLEDGE OF SITE CONTAMINATION

Please include as an attachment (**Attachment 4**) a statement of your understanding of the matters set out in regulation 53(2)(c)(iii) above, including how you maintain up-to-date knowledge in the scientific and technical aspects of site contamination assessment and remediation.

Refer to section 6.4.3 of the audit guidelines for additional information.

SECTION C: SPECIFIC ASSESSMENT OF COMPETENCIES

Please include as an attachment (**Attachment 5**), a detailed statement clearly addressing and demonstrating your ability to meet the core competencies, and expertise and knowledge as detailed below. The statement must provide summary details demonstrating experience and expertise and clearly cross-reference any sections of attached statements or sample reports provided to support your application (eg paragraph, page, section, etc).

CORE COMPETENCIES (EXTENSIVE EXPERIENCE AND HIGH LEVEL EXPERTISE)

Applicants must demonstrate extensive experience and a high level of expertise in all of the following core competencies⁷ identified in Table 1 (to demonstrate knowledge and understanding at a level satisfactory to the EPA⁸).

Table 1 Core competencies

Core competency reference	Core competency
(a)	assessment of contaminant exposure pathways
(b)	site contamination assessment and remediation including management
(c)	evaluation and interpretation of chemical and analytical data
(d)	soil sampling design and methodology
(e)	soil gas sampling design and methodology

⁷ Refer to section 6.4.4 of the EPA publication 'Guidelines for the site contamination audit system'.

⁸ Regulation 53(2)(c)(iii) of the *Environment Protection Regulations 2009*.

Core competency reference	Core competency
(f)	groundwater sampling design and methodology
(g)	identification of potential human health and environmental risks
(h)	quality control/quality assurance procedures
(i)	risk communication

HIGH LEVEL EXPERTISE AND KNOWLEDGE

Applicants must demonstrate a high level of expertise and demonstrated experience in at least five (5) of the competencies⁹ identified in Table 2. Where this level is not held, applicants must otherwise have basic proficiency and proven theoretical and practical knowledge in the remaining competencies and demonstrate how all of the remaining competencies will be addressed to the required high level of expertise (to demonstrate knowledge and understanding at a level satisfactory to the EPA¹⁰).

Where applicants do not hold a high level of expertise and demonstrated experience in one of the other technical competencies identified in Table 2, this technical expertise is to be demonstrated through access to a nominated specialist team member. It is desirable that applicants (and specialist team members), nominating in the specialist technical competencies such as soil science, geology, hydrogeology, human toxicology and environmental toxicology, are able to demonstrate that they hold directly relevant qualifications, experience and individual certification or memberships with professional bodies.

It is a condition of every accreditation that holders of accreditation 'will maintain arrangements enabling him or her to have access, from time to time as necessary in the course of carrying out site contamination audits, to a team of persons, constituted in a manner approved by the EPA, to provide technical expertise in fields outside his or her experience'¹¹.

Details of specialist team members will be required to be provided if your application for accreditation is successful (using the EPA site contamination audit system form, 'Site contamination auditor specialist team'). Applicants are not required to provide specialist team information with this application form, however it is recommended that it be provided to assist you in addressing the information required in this section.

Table 2 Competencies where high level of expertise and demonstrated experience or otherwise basic proficiency and proven theoretical and practical knowledge is required

Technical competency reference	Other technical competencies
(a)	air quality (volatile emissions and dust) assessment relating to site contamination
(b)	assessment of impacts on groundwater from site contamination
(c)	contaminant fate and transport
(d)	environmental chemistry
(e)	environmental sampling
(f)	environmental toxicology

⁹ Refer to section 6.4.4 of the EPA publication 'Guidelines for the site contamination audit system'.

¹⁰ Regulation 53(2)(c)(iii) of the *Environment Protection Regulations 2009*.

¹¹ Regulation 56(2)(b) of the *Environment Protection Regulations 2009*.

Technical competency reference	Other technical competencies
(g)	geology
(h)	human health and ecological risk assessment relating to site contamination
(i)	human toxicology
(j)	hydrogeology
(k)	identification of contaminants of concern from past industrial land uses
(l)	work health and safety relating to site contamination
(m)	remediation technologies and geo-technology
(n)	soil science
(o)	statutory and environmental planning

SECTION D: EXPERIENCE AND PROJECT SKILLS

In order to support your statements provided under Section B of this application form, please address the following:

DEMONSTRATED EXPERIENCE IN SITE CONTAMINATION

Please provide as an attachment (**Attachment 6**) a statement of summary details addressing the following criteria and demonstrating your professional knowledge and understanding, including experience and expertise, in site contamination assessment and remediation¹² is broadly based in terms of:

- the scale of work carried out
- the range of chemical substances encountered
- the scope of work performed.

Your statement should also demonstrate that your experience includes the following:

- the assessment and remediation of complex environmental issues involving land, air and/or aquatic environments
- complex sampling design, data collection and interpretation.

Your statement should also demonstrate that you have carried out and delivered site contamination work consistent with relevant legislation and guidelines.

AUDITING EXPERIENCE

Please list **up to five** (5) audit or audit-like projects that you have been involved in that demonstrate your ability to put your knowledge and understanding into practice¹³ through site contamination or environmental auditing experience (for example as an auditor's representative or support team member, auditor's specialist team member and/or consultant for a site which has been subject to an audit). Please include as an attachment (**Attachment 7**) a statement of summary details for each audit or audit-like project, addressing the following points:

- project details

¹² Regulations 53(2)(c)(iii) and (d) of the *Environment Protection Regulations 2009*.

¹³ Regulations 53(2)(c)(iii) and (d) of the *Environment Protection Regulations 2009*.

- role in the project (eg auditor/audit team member/specialist advisor)
- period
- how the project demonstrates the applicant's experience.

PROJECT AND TEAM MANAGEMENT SKILLS

Please list **up to five (5)** projects that demonstrate your experience in forming and managing multidisciplinary teams, which contain the appropriate balance of expertise for complex assessments¹⁴.

Please include as an attachment (**Attachment 8**) a statement of summary details for each project (list in chronological order) addressing the following points:

- project title
- project purposes
- your role (project manager/supervisor/team member)
- your involvement in the planning and implementation of work, field and review activities
- period
- team size and expertise
- how the project demonstrates your experience in project and team management.

The applicant should demonstrate where they have made a major contribution to the design, implementation and scientific analysis and reporting of site contamination for each project.

SECTION E: RELEVANT REPORTS

EXAMPLE OF AN AUDIT-LIKE ENVIRONMENT REPORT

You must include as an attachment (**Attachment 9**) two audit or audit-like environmental reports on site assessment and/or remediation projects which clearly demonstrate your expertise in the assessment and remediation of site contamination¹⁵. Please refer to the competencies that you must demonstrate (as addressed in Section C) and provide with the reports a statement which addresses the following for each report:

- title
- client
- date report completed
- your role in the project
- your role in preparing the report
- how the report supports your application.

Note: If the report is not available on the EPA Public Register, you should include a consent letter from the client(s) for releasing the report to the EPA. Such reports will be treated as confidential by the EPA and hard copies, if provided, will be returned to the applicant upon completion of the application process if requested.

ADDITIONAL REPORTS AND STUDIES

In this section you may also list up to five (5) additional reports and/or studies you have undertaken (not listed elsewhere) that support your application. This may include research papers/reports/studies, etc. Please include summary details addressing the points above for each report.

Note: please do not attach any of these reports with your application.

SECTION F: REFEREES

Please nominate two referees who are not directly associated with you or the company employing you.

¹⁴ Regulation 53(2)(d) of the *Environment Protection Regulations 2009*.

¹⁵ Regulations 53(2)(c)(iii) and (d) of the *Environment Protection Regulations 2009*.

They should have direct and recent knowledge of your experience and/or expertise in site assessment, management and remediation. Please include the following information for each referee as an attachment (Attachment 10):

- name
- company
- address
- telephone
- facsimile
- mobile
- email
- relationship to applicant.

SECTION G: APPLICANT'S CONSENT

Applicants must indicate (by ticking the boxes) their consent to the following¹⁶:

- I consent to the conduct by the EPA of inquiries relating to any accreditation or similar authority I have held at any time under the Environment Protection Regulations 2009 or under legislation similar to those regulations in force in another State or Territory of the Commonwealth. YES NO
- I will provide the EPA with any information required by the EPA (verified, if the EPA requires, by statutory declaration) for the purposes of determining this application including (without limitation) criminal record checks. YES NO

SECTION H: APPLICANT'S DECLARATION

Applicants must answer the following questions¹⁷:

- Have you committed any offence against the *Environment Protection Act 1993*, the *Environment Protection Regulations 2009* or legislation similar to those regulations in force in another State or a Territory of the Commonwealth of Australia? YES NO
- Have you committed any offence punishable by imprisonment? YES NO
- Have you been subject to the cancellation or suspension of accreditation or similar authority, or the disqualification from practicing as a site contamination auditor, under the *Environment Protection Regulations 2009* or under legislation similar to those regulations in force in another State or Territory of the Commonwealth of Australia? YES NO
- Have you during the period of 10 years preceding this application for accreditation been an undischarged bankrupt or subject to a composition or deed or scheme of arrangement with or for the benefit of creditors YES NO

If you have answered 'yes' to any of the above questions, please provide details as an attachment to this application.

¹⁶ Regulation 54(3)(a) and (b) of the *Environment Protection Regulations 2009*.

¹⁷ The EPA may take this information into account for the purposes of determining whether a person is eligible for accreditation [regulation 53(3) of the *Environment Protection Regulations 2009*].

- Will you hold or be covered by a professional indemnity insurance policy approved by the Authority¹⁸, prior to carrying out site contamination audits pursuant to the Environment Protection Act 1993 (Note: evidence of suitable professional indemnity insurance cover will be required if application for accreditation is successful). YES NO

I, _____ (name) declare that the statements made by me in this application are true and correct in every particular.

Applicant's signature:

Applicant's full name:

Date:

It is an offence under section 119 of the *Environment Protection Act 1993* to make a statement that is false or misleading.

¹⁸ Regulation 56(2)(d) of the *Environment Protection Regulations 2009*.

SECTION I: APPLICATION CHECKLIST

All of the following documents/information must be attached (please check):

- Current, detailed curriculum vitae, a copy of your awarded degree and information supporting your CPD and professional certifications, memberships and associations –Attachment 1 YES NO
- Statement of understanding of legislation–Attachment 2 YES NO
- Statement of understanding of guidelines–Attachment 3 YES NO
- Statement of knowledge of site contamination–Attachment 4 YES NO
- Detailed statement in support of competencies–Attachment 5 YES NO
- Statement of experience in site contamination –Attachment 6 YES NO
- Statement of project experience–Attachment 7 YES NO
- Statement of project management experience–Attachment 8 YES NO
- Statement of supporting reports including printed and electronic copies of two relevant audit like environmental reports (one each)–Attachment 9 YES NO
- Summary details of additional reports (to be included with Attachment 9) YES NO
- Referees–Attachment 10 YES NO
- An electronic copy (on CD or DVD) of the whole application, which includes all relevant forms and the attachments, clearly named. YES NO
- Complete 'Proof of Identity' form YES NO
- Completed 'Application fee for accreditation as a site contamination auditor pursuant to the Environment Protection Act 1993 payment' form YES NO
- Correct application fee YES NO
- Details of any special medical or other requirements YES NO