



EXAMPLE NSW Site Auditor Application Form

Please ensure that all sections of this form are completed and that all requested information and attachments are provided and labelled as indicated.

In this form 'you' and 'your' refers to the applicant. Applicants must prepare their own application.

Please provide attachments (free text) for the sections that require statements. Your statements should address the specified criteria and be concise. All the statements combined should not exceed 40 pages. All digital files (forms and attachments) must be clearly named.

Please do not modify the form and do not write anything on the areas for 'EPA USE ONLY'.

The application fee is \$1,199. Details of how to pay the fee are provided in Section 17.

Completed application forms must be submitted to the NSW Environment Protection Authority (EPA) electronically – see Section 20.

The EPA may refuse an application for accreditation if, in its opinion, the applicant does not satisfy the requirements in this form on eligibility for accreditation or for any reason it considers sufficient.

Submission of applications closes at 5pm on Monday 1 August 2022.

Late applications will not be considered.

1. Applicant details

Attachment A: Curriculum vitae

Please provide your contact details and attach your curriculum vitae.

Family name			
Given name			
Home address			
	State	Postcode	
Mobile telephone			
Company name			
Company address (physical)			
	State	Postcode	
Company address (postal)			
	State	Postcode	
Company address (head office)			
This may be the company's registered address	State	Postcode	
Company telephone			
Company mobile (if different from above)		Work email	

2. Qualification details

Attachment B: Certified copies of original certificates evidencing qualifications

Please provide details of your qualifications.

To be eligible for accreditation you must have a relevant bachelor's degree from a recognised institution.

No.	Degree	Institution conferring the degree	Year	EPA USE ONLY
1				
2				
3				
4				
5				
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3. Professional memberships and associations

Attachment C: Evidence of membership of, or accreditation with, professional associations in Australia.

Please provide details of the relevant professional organisations or associations you are a member of, or accredited with, in Australia.

You should be able to demonstrate membership of, or accreditation with, professional associations relevant to the **core competencies** listed in Section 8 of this form.

No.	Professional organisation	Type of membership	Date joined	EPA USE ONLY
1				
2				
3				
4				
5				
EPA USE ONLY				

4. Statement of contaminated sites experience

Attachment D: Statement of contaminated sites experience

Please attach a statement demonstrating you have at least eight years broad experience in contaminated sites work. Describe the scale of work undertaken, the range of contaminants encountered and the scope of work performed.

Your experience must include at least two years of relevant experience in Australia and two years in the role of project manager involving a multidisciplinary team approach to contaminated land or related environmental assessment and management. Your experience should include contaminated site or environmental auditing experience, for example as a member of an accredited auditor's expert support team or as an auditor's assistant.

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5. Statement of understanding of contaminated site assessments and environmental audits

Attachment E: Statement of understanding of contaminated site assessments and environmental audits

Please attach a statement demonstrating your thorough understanding of the principles of, and methods for, conducting contaminated site assessments and environmental audits.

Note: Sections 6 and 7 of this form ask you to support this statement by providing details of contaminated site assessments and environmental audits you have prepared.

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6. Examples of contaminated site management or remediation project reports

Attachment F: Two examples of contaminated site management and/or remediation project report

Please provide two reports on contaminated site management or remediation projects that were authored or substantially prepared by you and prepared no more than two years before the date of this application.

The reports provided should clearly demonstrate your expertise in the assessment of contamination and your written communication skills. The reports should clearly support the statements you make in Sections 8 and 9 of this application form. Your role in conducting the study (consultancy) and in preparing the report must be clearly indicated.

Consent from those who commissioned the reports should be obtained before sending the reports to the EPA. The EPA treats all reports sent to it in relation to site auditor applications as confidential.

Sample report 1	
Title	
Client	
Your role in the study	
Your role in preparing the report	
How does the report support your application?	
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Sample report 2	
Title	
Client	
Your role in the study	
Your role in preparing the report	
How does the report support your application?	
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7. Additional reports and studies

Please provide summarised information about additional reports, studies, research papers etc. in which you have made a major contribution. Indicate the project title, the date of the report, your role and the purpose of the project.

Note: Please **do not** attach any of the reports etc. that you name.

No.	Project title	Date	Your role	Purpose
1				
2				
3				
4				
5				
6				
7				
8				
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8. Statement of experience and expertise in core competencies

Attachment G: Statement of experience and expertise in core competencies

Please attach a statement and complete Table 1 (next page) to demonstrate you have extensive experience and a high level of expertise in the **core competencies** listed below:

- assessment of contaminant exposure pathways
- contaminated site assessment and remediation, including management
- evaluation and interpretation of chemical and analytical data
- soil sampling design and methodology
- soil gas sampling design and methodology
- groundwater sampling design and methodology
- identification of potential human health and environmental risks
- quality control/quality assurance procedures
- risk communication.

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Table 1: Core competencies

You must demonstrate extensive experience and a high level of expertise in all the following core competencies.

Core competency	Summary details demonstrating experience and expertise	Cross-reference to support demonstration of experience and expertise (Statements or sample reports provided in Section 6)	EPA USE ONLY
Assessment of contaminant exposure pathways			
Contaminated site assessment and remediation, including management			
Evaluation and interpretation of chemical and analytical data			
Soil sampling design and methodology			
Soil gas sampling design and methodology			
Groundwater sampling design and methodology			
Identification of potential human health and environmental risks			
Quality control/quality assurance procedures			
Risk communication			

9. Basic proficiency, experience and expertise in competencies or access to support

You must have basic proficiency, experience and expertise in the competencies listed in Table 2 (next page). In areas where you are not an expert, you must have access to an expert support team with expertise in those areas.

Provide details of your access to technical resources, including services and personnel, in each of the competencies in the table. Australian-based resources are preferred. All expert team members must:

- hold qualifications relevant to and supporting the nominated competencies
- have at least eight years' relevant experience
- be actively working in the field of the nominated competencies
- be a current member of professional organisations or associations relevant to the field of the nominated competencies
- be able to demonstrate an ongoing commitment to professional training and development
- have a thorough knowledge of relevant Australian guidelines and policies.

If your application is successful, before you are accredited you will be required to provide a detailed curriculum vitae for all expert support team members, both external and internal to your company, together with a consent letter from suppliers of external resources.

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Table 2: Expertise and expert support team

Competency	High level of expertise		Summary details demonstrating your: <ul style="list-style-type: none"> • high-level experience and expertise OR • basic expertise and name of nominated expert support team member 	Cross-reference to support demonstration of high-level expertise (Table 1 and sample reports provided in Section 6 or any statement provided) Not applicable if expert support team member nominated	EPA USE ONLY
	YES	NO			
Air quality (volatile emissions and dust) assessment relating to contamination	<input type="checkbox"/>	<input type="checkbox"/>			
Assessment of impacts on groundwater from contaminated sites	<input type="checkbox"/>	<input type="checkbox"/>			
Contaminant fate and transport	<input type="checkbox"/>	<input type="checkbox"/>			
Environmental chemistry	<input type="checkbox"/>	<input type="checkbox"/>			
Environmental sampling	<input type="checkbox"/>	<input type="checkbox"/>			
Environmental toxicology	<input type="checkbox"/>	<input type="checkbox"/>			
Geology	<input type="checkbox"/>	<input type="checkbox"/>			
Human health and ecological risk assessment relating to contamination	<input type="checkbox"/>	<input type="checkbox"/>			

Competency	High level of expertise		Summary details demonstrating your: <ul style="list-style-type: none"> high-level experience and expertise OR basic expertise and name of nominated expert support team member 	Cross-reference to support demonstration of high-level expertise (Table 1 and sample reports provided in Section 6 or any statement provided) Not applicable if expert support team member nominated	EPA USE ONLY
	YES	NO			
Human toxicology	<input type="checkbox"/>	<input type="checkbox"/>			
Hydrogeology	<input type="checkbox"/>	<input type="checkbox"/>			
Identification of contaminants of concern from past industrial land uses	<input type="checkbox"/>	<input type="checkbox"/>			
Work health and safety relating to contaminations	<input type="checkbox"/>	<input type="checkbox"/>			
Remediation technologies and geotechnology	<input type="checkbox"/>	<input type="checkbox"/>			
Soil science	<input type="checkbox"/>	<input type="checkbox"/>			
Statutory and environmental planning	<input type="checkbox"/>	<input type="checkbox"/>			

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10. Statement of ability of managing a multidisciplinary team

Attachment H: Statement of ability of managing a multidisciplinary team

Please demonstrate your sound ability and experience in forming and managing a multidisciplinary team for complex site assessments that contains the appropriate balance of expertise.

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11. Project and team management skills

Please list up to five projects that demonstrate your sound ability and experience in forming and managing a multidisciplinary team for complex site assessments that contain the appropriate balance of expertise.

No.	Project title	Project purpose	Your role (Project manager/ team member/etc.)	Period	Team size and expertise	How does the project demonstrate experience in project and team management?
1						
2						
3						
4						
5						

12. Statement of understanding of NSW legislation relating to contaminated sites, environment protection and planning

Attachment I: Statement of understanding of NSW legislation etc

Please provide a statement demonstrating your good understanding of NSW legislation relating to contaminated sites, environment protection, waste, resource recovery orders and exemptions and planning.

Legislation

- *Contaminated Land Management Act 1997*
- Contaminated Land Management Regulation 2022
- *Environmental Planning and Assessment Act 1979*
- *Environmentally Hazardous Chemicals Act 1985*
- *Mutual Recognition (New South Wales) Act 1992*
- *Protection of the Environment Operations Act 1997*
- Protection of the Environment Operations (Waste) Regulation 2014
- *Waste Avoidance and Resource Recovery Act 2001*

Chemical control orders

Available from the EPA's [Chemical control orders](http://www.epa.nsw.gov.au/pesticides/CCOs.htm) webpage. (www.epa.nsw.gov.au/pesticides/CCOs.htm)

- Chemical control order in relation to aluminium smelter wastes containing fluoride and/or cyanide (1986)
- Chemical control order in relation to dioxin-contaminated waste materials (1986)
- Organotin waste materials chemical control order 1989
- Polychlorinated biphenyl (PCB) chemical control order 1997
- Scheduled chemical wastes chemical control order 2004

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13. Statement of understanding of national and NSW guidelines, policies and legislation relating to contaminated sites

Attachment J: Statement of understanding of national and NSW guidelines etc

Please provide a statement demonstrating your good understanding of national and NSW guidelines, polices and legislation relating to contaminated sites.

The following web links may be of assistance:

- For guidelines made or approved under the *Contaminated Land Management Act 1997* see the EPA [Statutory guidelines webpage](http://www.epa.nsw.gov.au/clm/guidelines.htm). (www.epa.nsw.gov.au/clm/guidelines.htm)
- For further technical guidance on the assessment of contamination in NSW see the EPA [non-statutory guidance documents webpage](http://www.epa.nsw.gov.au/your-environment/contaminated-land/non-statutory-guidance-documents). (www.epa.nsw.gov.au/your-environment/contaminated-land/non-statutory-guidance-documents)

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14. Statement demonstrating up-to-date knowledge

Attachment K: Statement of up-to-date knowledge of relevant scientific and technical developments etc.

Please provide a statement demonstrating your up-to-date knowledge of relevant scientific and technical developments and regulatory literature relating to new legislation and court proceedings and decisions relating to contaminated sites.

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15. Training and professional development

Please provide evidence of your continuous professional development and learning outcomes. You need to demonstrate an active commitment to ongoing training and professional development relevant to the competencies listed in Sections 8 and 9 of this form and the assessment and remediation of contaminated sites.

No.	Date	Duration	Training provider	Name/subjects covered	EPA USE ONLY
1					
2					
3					
4					
5					

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16. Referees

Please nominate two referees who are not directly associated with you or the company employing you, and who have direct and recent knowledge of your contaminated sites work.

Referee 1			
Name			
Company			
Address			
	State		Postcode
Telephone		Facsimile	
Mobile			
Email			
Referee 2			
Name			
Company			
Address			
	State		Postcode
Telephone		Facsimile	
Mobile			
Email			

17. Payment of application fee

Attachment L: Application fee payment confirmation

The NSW site auditor application fee is \$XXXXXXX

Please pay the application fee by electronic funds transfer (EFT) to the bank account below and with this form provide a copy of the payment confirmation or similar from your bank to demonstrate payment.

When completing the EFT, in the payment description, type 'Audit' plus your initial and family name (e.g. 'Audit T Smith'). If the character limit on the payment description means you can't provide your full name, please type the first part of your family name until the character limit is reached.

- Bank: XXXXXXXX
- Account name: XXXXXXXXXXX
- BSB: XXXXXXXX
- Account number: XXXXXXXXXXXX

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18. Applicant declaration

Please answer YES or NO for each statement below, by placing an X in the relevant column.

Statement	Yes	No
Have you ever been refused a licence, permit or authority under any environment protection or planning legislation or had any such licence, permit or authority revoked or withdrawn, either in Australia or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
Has any company of which you are or were, at the relevant time, a director or officer been refused a licence, permit or authority under any environment protection or planning legislation or had any such licence, permit or authority revoked or withdrawn in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Has any company of which you are or were, at the relevant time, a director or officer been refused a licence, permit or authority under any environment protection or planning legislation or had any such licence, permit or authority revoked or withdrawn in relation to overseas sites or projects for which you have been directly involved?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of, or are you presently charged with, committing an offence under any environment protection or planning legislation or other laws, either in Australia or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
Has any company of which you are or were, at the relevant time, a director or officer been convicted of or been presently charged with committing an offence under any environment protection or planning legislation in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Has any company of which you are or were, at the relevant time, a director or officer been convicted of or been presently charged with committing an offence under any environment protection or planning legislation in relation to overseas sites or projects for which you have been directly involved?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of any circumstances that may detrimentally affect your ability to fulfil the obligations of a site auditor accredited under the <i>Contaminated Land Management Act 1997</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered YES to any of the above, please provide details:		
<div style="border: 1px solid black; width: 100px; height: 100px; background-color: #e0e0ff; margin-left: 20px;"></div> Signed:		
Date:		

19. Application checklist

All the following documents or information **must** be included with your application (please check):

Attachment	Description
A	Curriculum vitae
B	Certified copies of original certifications evidencing qualifications
C	Evidence of membership or accreditation of professional organisations or associations in Australia
D	Statement of contaminated sites experience
E	Statement of understanding of contaminated site assessments and environmental audits
F	Two example contaminated site management or remediation project reports
G	Statement of experience and expertise in core competencies
H	Statement of ability in managing a multidisciplinary team
I	Statement of understanding of NSW legislation relating to contaminated sites, environment protection, waste, resource recovery orders and exemptions and planning
J	Statement of understanding of national and NSW guidelines, policies and legislation relating to contaminated sites
K	Statement of up-to-date knowledge of relevant scientific and technical developments and regulatory literature relating to new legislation and court proceedings and decisions relating to contaminated sites
L	Application fee payment confirmation or similar

20. Information session

An information session for applicants will be held as part of the application process, attendance is mandatory, and applications will not be accepted from those who do not attend this session. This is to ensure all applicants receive the same information and are aware of the criteria being sought as part of the application process.

Please place an X in the box to confirm your attendance at the information session:

21. Submitting your application

If you downloaded this application form from the EPA's website please [send an email to us](#) requesting access to the EPA file transfer system to submit your application. (nswauditors@epa.nsw.gov.au)

If you received this application by email, an email inviting you to use the EPA file transfer system will be sent to you on the same day this application form is provided to you. If you do not receive an invitation, please contact us by [email](#) or telephone (02) 9995 5647. (nswauditors@epa.nsw.gov.au)

Note: EPA staff cannot access external file transfer systems.

Alternatively, deliver or post an electronic copy of your application (i.e. on a USB flash drive) to the appropriate address below.

Delivery address

Contaminated Land Advice & Audit
NSW Environment Protection Authority
4 Parramatta Square, 12 Darcy Street
Parramatta NSW 2150

Postal address

Contaminated Land Advice & Audit
NSW Environment Protection Authority
Locked Bag 5022
Parramatta NSW 2124

22. Unsuccessful applications

There is no formal appeals process under the *Contaminated Land Management Act 1997* for unsuccessful applications for auditor accreditation. However, applicants can seek feedback from the EPA after completing any stage of the accreditation process. Feedback can be provided in person or via teleconference. The EPA also welcomes feedback from applicants for consideration of future improvements to the accreditation process.

Requests for feedback can be made by email: nswauditors@epa.nsw.gov.au or telephone (02) 9995 5647.

Further information

NSW Environment Protection Authority (EPA)
4 Parramatta Square, 12 Darcy Street, Parramatta NSW
Telephone: (02) 9995 5609
Email: nswauditors@epa.nsw.gov.au
EPA website: <https://www.epa.nsw.gov.au/your-environment/contaminated-land/site-auditor-scheme>