



## 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 which 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 \$xxxx. 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 xxxxxxxx.**

**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			
Name			
Home address			
	State	Postcode	
Home telephone			
Company name			
Company address (physical)			
	State	Postcode	
Company address (postal)			
	State	Postcode	
Company address (head office)			
This may be the company registered address	State	Postcode	
Company telephone			
Company mobile		Work email	

## 2. Qualification details

Please provide details of your qualifications.

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

**Attachment B:**  
Certified copies of original certificates evidencing qualifications

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

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.

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

No.	Professional organisation	Type of membership	Date joined	EPA USE ONLY
1				
2				
3				
4				
5				
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**Attachment D:**  
Statement of contaminated sites experience

#### 4. 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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**Attachment E:**  
Statement of understanding of contaminated site assessments and environmental audits

#### 5. 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 provide details of contaminated site assessments and environmental audits you have prepared, to support this statement.

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#### 6. Examples of contaminated site management or remediation project reports

Please provide two reports on contaminated site management or remediation projects which 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.

<b>Sample report 1</b>	
Title	
Client	
Your role in the study	
Your role in preparing the report	
How does the report support your application?	
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<b>Sample report 2</b>	
Title	
Client	
Your role in the study	
Your role in preparing the report	
How does the report support your application?	
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EXAMPLE FORM

### 7. Additional reports and studies

In this section please provide summary information about additional reports and studies in which you have made a major contribution, indicating the title of the project, the date of the report, your role and the purpose of the project. This may include research papers, reports, studies, etc.

**Note:** Please **do not** attach any of these reports.

No.	Project title	Purpose	Your role
1			
2			
3			
4			
5			
6			
7			
8			
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## 8. 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 following **core competencies**:

**Attachment G:**  
Statement of experience and expertise in core competencies

- 1 Assessment of contaminant exposure pathways
- 2 Contaminated site assessment and remediation including management
- 3 Evaluation and interpretation of chemical and analytical data
- 4 Soil sampling design and methodology
- 5 Soil gas sampling design and methodology
- 6 Groundwater sampling design and methodology
- 7 Identification of potential human health and environmental risks
- 8 Quality control/quality assurance procedures
- 9 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 (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			

EXAMPLE FORM

## 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.

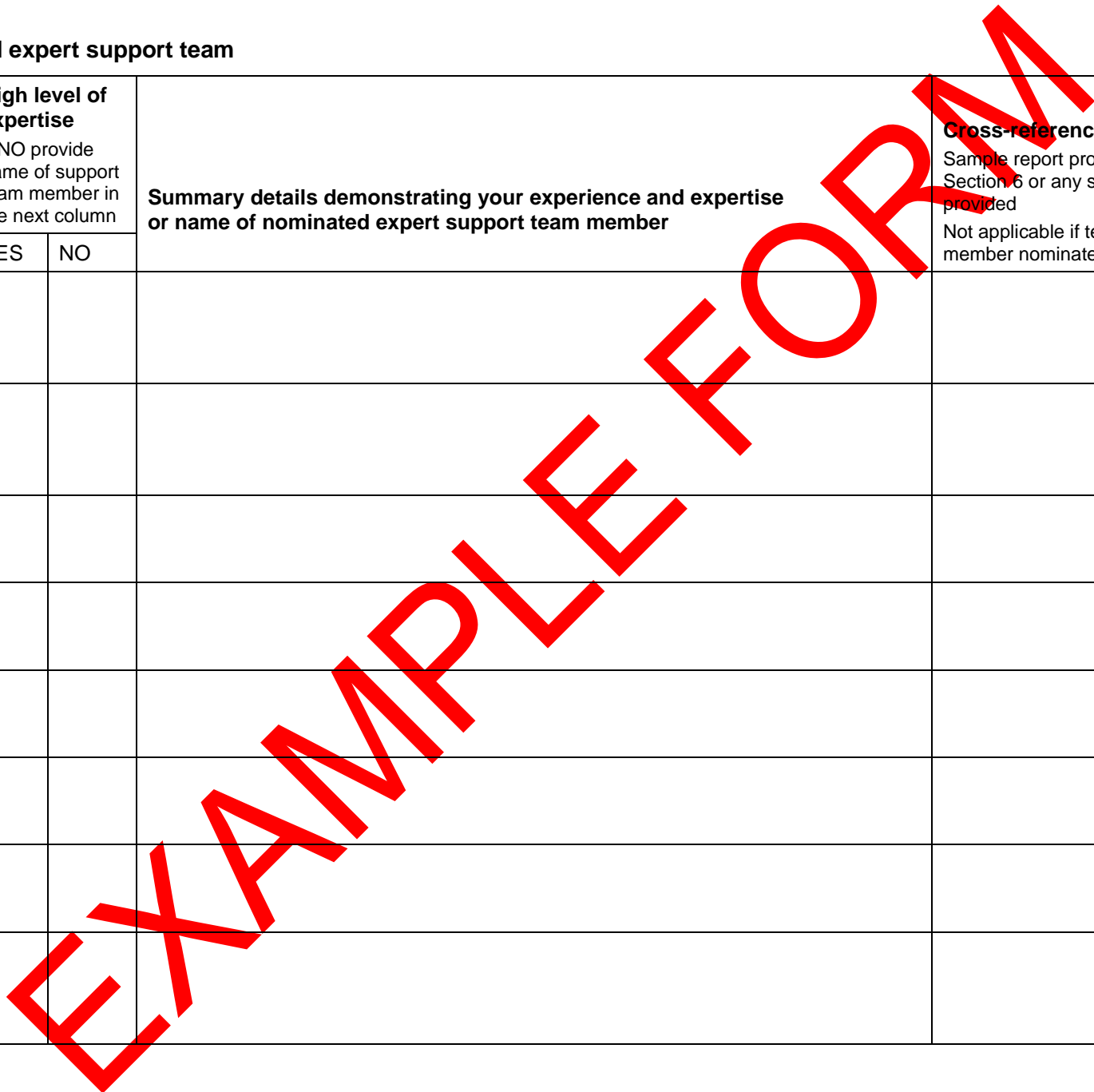
If your application is successful, before you are accredited you will be required to provide a detailed curriculum vitae for all expert support team members, both external and internal to your company, together with a consent letter from suppliers of external resources.

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**Table 2: Expertise and expert support team**

Competency	High level of expertise If NO provide name of support team member in the next column		Summary details demonstrating your experience and expertise or name of nominated expert support team member	Cross-reference Sample report provided in Section 6 or any statement provided Not applicable if team member nominated	EPA USE ONLY
	YES	NO			
Air quality (volatile emissions and dust) assessment relating to contamination					
Assessment of impacts on groundwater from contaminated sites					
Contaminant fate and transport					
Environmental chemistry					
Environmental sampling					
Environmental toxicology					
Geology					
Human health and ecological risk assessment relating to contamination					



Application for accreditation as a site auditor under section 50 of the *Contaminated Land Management Act 1997*

Competency	High level of expertise If NO provide name of support team member in the next column		Summary details demonstrating your experience and expertise or name of nominated expert support team member	Cross-reference Sample report provided in Section 6 or any statement provided Not applicable if team member nominated	EPA USE ONLY
	YES	NO			
Human toxicology					
Hydrogeology					
Identification of contaminants of concern from past industrial land uses					
Work health and safety relating to contaminations					
Remediation technologies and geotechnology					
Soil science					
Statutory and environmental planning					

EXAMPLE FORM

**Attachment H:**  
Statement of ability of  
managing a  
multidisciplinary team

**10. 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 assessment which 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 experience in forming and managing multidisciplinary teams, which contain the appropriate balance of expertise for complex assessments.

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

Please provide a statement demonstrating your good understanding of NSW legislation relating to contaminated sites, environment protection and planning

**Attachment I:**  
Statement of understanding of NSW legislation etc.

### Legislation

- *Contaminated Land Management Act 1997*
- Contaminated Land Management Regulation 2013
- *Environmentally Hazardous Chemicals Act 1985*
- *Environmental Planning and Assessment Act 1979*
- *Mutual Recognition (New South Wales) Act 1992*
- *Protection of the Environment Operations Act 1997*
- *Waste Avoidance and Resource Recovery Act 2001*

### Chemical control orders

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

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

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

The following web links may be of assistance:

[Guidelines](http://www.epa.nsw.gov.au/clm/guidelines.htm) made or approved under the *Contaminated Land Management Act 1997*:  
[www.epa.nsw.gov.au/clm/guidelines.htm](http://www.epa.nsw.gov.au/clm/guidelines.htm)

[Further technical guidance](http://www.epa.nsw.gov.au/clm/otherguidance.htm) on the assessment of contamination in NSW:  
[www.epa.nsw.gov.au/clm/otherguidance.htm](http://www.epa.nsw.gov.au/clm/otherguidance.htm)

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**Attachment K:**

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

**14. Statement demonstrating up-to-date knowledge**

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**

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, who have direct and recent knowledge of your contaminated sites work.

<b>Referee 1: Name</b>					
Company					
Address					
State				Postcode	
Telephone			Facsimile		
Mobile					
Email					
<b>Referee 2: Name</b>					
Company					
Address					
State				Postcode	
Telephone			Facsimile		
Mobile					
Email					

**Attachment L:**  
Application fee  
payment confirmation

## 17. Payment of application fee

The NSW site auditor application fee is \$xxxx.

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

When completing the EFT, in the payment description type 'Audit' plus your initial and last 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 last name until the character limit is reached.

Bank: xxxxxxx

Account name: xxxxxxx

BSB: xxxxxxx

Account number: xxxxxxx

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**EXAMPLE FORM**

### 18. Applicant declaration

1. 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?.....  Yes  No
2. 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? .....  Yes  No
3. 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? .....  Yes  No
4. 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?.....  Yes  No
5. 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? .....  Yes  No
6. 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?.....  Yes  No
7. Are you aware of any circumstances that may impugn your integrity or objectivity in acting as a site auditor accredited under the *Contaminated Land Management Act 1997*?.....  Yes  No

If you have answered yes to any of the above, please provide details:

Signed:

Date:

## 19. Application checklist

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

- 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 land 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. Submitting your application

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 either by email ([nswauditors@epa.nsw.gov.au](mailto:nswauditors@epa.nsw.gov.au)) or telephone (02) 9995 5647. Please note: EPA staff cannot access external file transfer systems.

Alternatively, electronic copies of applications, for example on a disc or USB flash drive, can be delivered or posted to the following addresses:

### Delivery address

Contaminated Sites Section  
NSW Environment Protection Authority  
59–61 Goulburn Street  
Sydney NSW

### Postal address

Contaminated Sites Section  
NSW Environment Protection Authority  
PO Box A290  
Sydney South NSW 1232

## Further information

NSW Environment Protection Authority (EPA)  
59–61 Goulburn Street, Sydney NSW  
Telephone (02) 9995 5767

Email [nswauditors@epa.nsw.gov.au](mailto:nswauditors@epa.nsw.gov.au)

EPA website – [NSW site auditor scheme: www.epa.nsw.gov.au/clm/auditorscheme.htm](http://www.epa.nsw.gov.au/clm/auditorscheme.htm)