



Government of **Western Australia**
Department of **Environment Regulation**

GUIDELINE

Accreditation of Contaminated Sites Auditors

Contaminated Sites Guidelines

November 2016

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The information provided to you by DER in relation to this matter does not constitute legal advice. Due to the range of legal issues potentially involved in this guideline, DER recommends that you obtain independent legal advice.

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Abbreviations

Act	<i>Contaminated Sites Act 2003</i>
DER	Department of Environment Regulation In this document, DER refers to the relevant Delegated Officer(s) under the <i>Contaminated Sites Act 2003</i> and <i>Contaminated Sites Regulations 2006</i> except when referring to the DER website or a DER form.
NEPM	<i>National Environment Protection (Assessment of Site Contamination) Measure</i>
r	Regulation (of the Regulations)
Regulations	<i>Contaminated Sites Regulations 2006</i>
s	Section (of the Act)
WA	Western Australia

1. Purpose

The purpose of this document is to set out the requirements for individuals intending to apply to the Department of Environment Regulation (DER) for accreditation as a contaminated sites auditor in Western Australia.

This document should be read in conjunction with Contaminated Sites Guidelines:

- *The Western Australian Contaminated Sites Auditor Scheme* (DER, 2016a); and
- *Requirements for Mandatory Auditors' Reports* (DER, 2016b).

The contaminated sites auditor scheme operates in Western Australia (WA) within the legislative framework provided by the *Contaminated Sites Act 2003* (the Act) and the *Contaminated Sites Regulations 2006* (the Regulations); and the *National Environment Protection (Assessment of Site Contamination) Measure 1999* (NEPM).

This document provides guidance on:

- the application process;
- the selection criteria and minimum requirements applicable to auditors; and
- the selection and accreditation process.

This guideline is intended to improve understanding of the accredited auditor scheme operating in WA. It should be referred to by environmental professionals intending to apply to DER for accreditation as an auditor in WA.

2. Introduction

2.1. Background

The Act and Regulations provide for the identification, recording, management and remediation of known and suspected contaminated sites in WA.

DER is responsible for administering the Act. This includes classifying sites based on the risk to human health and the environment, maintaining the contaminated sites database, issuing regulatory notices where appropriate action is not being undertaken voluntarily, issuing Certificates of Contamination Audit (if requested), and accrediting contaminated site auditors.

In recognition of the specialist nature of the assessment and remediation of contaminated sites, the Act provides for DER to accredit suitably qualified professionals as auditors to undertake independent review of site assessments and/or remediation work carried out by other professionals.

The Act and Regulations:

- provide for DER to accredit suitably qualified individuals as auditors;
- set out the requirements for the accreditation of auditors, the duties of auditors and the circumstances in which auditors must be engaged; and
- empower DER to issue site “sign-off or clearances” through site classifications and Certificates of Contamination Audit.

This guideline is consistent with the principles for appointment of contaminated sites auditors as outlined in Schedule B9 of the *National Environment Protection (Assessment of Site Contamination) Measure – Guideline on Competencies & Acceptance of Environmental Auditors and Related Professionals*.

3. Legislative Framework

The key sections of the Act and the Regulations relating to accreditation of “a person as a contaminated sites auditor” are listed below:

CS Act	Content
s.69 and r.39	Accreditation of auditors.
s.70	Authority of accredited auditor.
70(2)	DER power to place conditions on the duties of an auditor.
Subsection 70(3) and s.71	Offences relating to accreditation, for example knowingly providing false information in order to obtain accreditation.
Regulations	Content
rr.35–55	Call for accreditation, re-accreditation and suspension of auditors – process and requirements.
r.61 and Schedule 3	Auditor code of conduct.
r.62	Conflict of interest.

Copies of all Western Australian legislation may be accessed from the State Law Publisher website at www.slp.wa.gov.au/Index.html.

4. The Auditor Accreditation Process

4.1. Overview of the Application Process

DER calls for applications from persons interested in applying for first time accreditation as auditors in WA by public advertisement.¹ In general, applications for first time accreditation are invited once every two years at the discretion of DER. There is no restriction on the number of auditors that may be accredited in WA.

Type of Application	Further information	Deadline for applications
First time applicants	Section 4.2	Submit the completed application form with all supporting information and the application fee ² before the closing date specified in the advertisement. Only individuals may be accredited as auditors. A body corporate cannot be accredited ³ .
Mutual recognition	Section 4.3	Applications for accreditation in WA under r.39 by persons who are already accredited as contaminated sites auditors under equivalent schemes in other Australian jurisdictions may be submitted to DER at any time.
Renewal of accreditation	Section 4.4	Auditors accredited within WA must apply for renewal between 35 and 70 days ⁴ before the expiry of their current term of accreditation. DER will not issue renewal reminders.

All applications and associated correspondence should be addressed to:

Senior Manager
Contaminated Sites
Department of Environment Regulation
Locked Bag 33
Cloisters Square WA 6850

Telephone: 1300 762 982
Facsimile: (08) 9333 7575
Email: contaminated.sites@der.wa.gov.au

Electronic submissions are preferred. Forms requiring a signature must be signed and scanned or an electronic signature inserted.

¹ r.35 of the Regulations.

² r.36(3) of the Regulations – an application fee is not refundable regardless of whether the application is successful or unsuccessful.

³ r.38 of the Regulations.

⁴ r.44(1) of the Regulations.

4.2. First Time Applicants

Requirements for first time applications for accreditation	
Form A*	Auditor's application.
Form D* expert support team	Provide evidence demonstrating ability to access expertise or technical resources in the fields where the applicant does not personally possess such expertise or resources (referred to as the "expert support team"). Refer to section 4.5.
Professional indemnity insurance	Evidence of professional indemnity insurance cover, or an undertaking from the applicant that he/she will obtain such cover if the application is successful. Refer to section 4.6.
Form E* professional referees	Nomination from two referees (not professionally associated with the applicant or the entity employing the applicant), who can confirm the applicant's experience and/or expertise in contaminated site assessment, management and remediation.
Curriculum Vitae	A current detailed Curriculum Vitae and certified copies of certificates of educational/professional qualifications and memberships of any professional associations in Australia.
Project synopsis	<p>A synopsis of projects (in chronological order) in which the applicant has made a significant contribution to the design, implementation, analysis and reporting of contaminated site assessment, management or remediation, including a detailed description of the applicant's role in each case. This may also include research papers/reports/studies</p> <p><i>If relevant for the applicant –</i></p> <p>Summary information about additional reports and studies in which the applicant has made a major contribution, indicating the title of the project, the date of the report, the applicant's role and the purpose of the project. This may include mandatory audit reports (include a statement from the auditor confirming the applicant's role), research papers and other technical reports.</p>
Original statement	<p>A detailed statement demonstrating the applicant's knowledge, experience and expertise in relation to the assessment of contaminated sites and environmental issues, addressing the professional experience and technical competency requirements.</p> <p>The statement should clearly demonstrate the applicant's understanding of, and methods for, conducting contaminated site audits.</p> <p>The statement should clearly demonstrate the applicant's ability to meet the relevant selection criteria set out in sections 4 and 5 of this guideline.</p>

Requirements for first time applications for accreditation

Example reports and statement of involvement	<p>Two examples of relevant reports which were authored or substantially prepared by the applicant. The reports should demonstrate the applicant's understanding and expertise in the assessment, remediation/validation and/or management of contaminated sites and their written communication skills. The role of the applicant in conducting the study and in preparing the report must be clearly indicated.</p> <p>Example reports should:</p> <ul style="list-style-type: none"> clearly support the statements made by the applicant in addressing the selection criteria; demonstrate the applicant's technical ability to act independently using balanced professional judgement based on site-specific data and the advice of specialised support professionals when required; and be prepared no more than two years before the date of application in order to be representative of the applicant's current level of expertise. <p>If an example report (including earlier or 'draft' versions) has been reviewed by DER or an auditor (in the course of preparing a mandatory auditor's report), the applicant should provide a copy of any subsequent correspondence from DER or the auditor.</p> <p>A report prepared by other technical specialists under the applicant's 'project management' is not considered suitable for this purpose.</p>
Form F* permission to reference client reports	<p>Before submitting example reports, obtain the client's consent. All reports will be treated as 'confidential' and will be returned to the applicant on completion of the application process.</p>
Application fee	<p>An application fee (20 fee units⁵).</p> <p>If successful, applicants must also pay an accreditation fee (250 fee units per year⁶). The initial accreditation period for all auditors in WA is one year.</p>

* application forms are available from the [DER website](#).

Once the deadline for applications has expired, DER will evaluate the applications received in accordance with the procedure outlined in section 6 of this document.

⁵ r.36(1)(c) of the Regulations.

⁶ r.40 of the Regulations.

4.3. Mutual Recognition Applicants

Under the Commonwealth *Mutual Recognition Act 1992*,⁷ a person who is registered in one State or Territory for an occupation is entitled to apply for registration in an equivalent occupation in another State or Territory with payment of a fee.⁸

DER will accept applications for accreditation in WA at any time from contaminated sites auditors appointed under equivalent schemes in other Australian jurisdictions; however, the criteria as set out under r.39 still apply before DER accredits a person.

Requirements for auditors seeking accreditation in WA by mutual recognition	
Form B*	Mutual Recognition Application
Form D* expert support team	Provide evidence demonstrating ability to access expertise or technical resources in the fields where the applicant does not personally possess such expertise or resources (referred to as the “expert support team”). Refer to section 4.5.
Professional indemnity insurance	Evidence of professional indemnity insurance cover, or an undertaking from the applicant that he/she will obtain such cover if the application is successful. Refer to section 4.6.
Original statement	An original statement demonstrating the auditor’s ability to meet selection criteria relating to WA legislation and guidelines set out in sections 5.3 and 5.4.
Accreditation fee	Payment in advance – accreditation fee (250 fee units per year ⁹). The initial accreditation period for all auditors in WA is one year.
Details of existing accreditation	Details of the applicant’s existing accreditation(s), as follows: <ul style="list-style-type: none"> • confirmation of the State(s) or Territory(s) where existing accreditation(s) is held; • confirmation that current, valid accreditation in other State(s) or Territory(s) has not been cancelled, suspended or revoked; • notification of any conditions or limitations associated with accreditation(s) held by the applicant; • expiry date of the accreditation(s) held by the applicant; • confirmation that the applicant is not subject to disciplinary, criminal or civil investigation, allegation, charge and/or proceedings or similar in any State or Territory in relation to his or her position as a contaminated sites auditor; and

⁷ s.17(1)(a) of the *Commonwealth Mutual Recognition Act 1992*. The State legislation is the *Mutual Recognition (Western Australia) Act 2010* and it adopts the Commonwealth Act.

⁸ Regulation 37.

⁹ r.40 of the Regulations.

Requirements for auditors seeking accreditation in WA by mutual recognition

	<ul style="list-style-type: none"> consent to make enquiries and exchange information with the authorities of State(s) or Territory(s) where the applicant holds accreditation, regarding the applicant's activities as a contaminated sites auditor.
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* All application forms are available from the [DER website](#).

Once an application is lodged, DER will evaluate the application (usually within 30 days after lodgement), and the applicant may be interviewed to determine his or her knowledge of WA legislation and guidelines prior to granting or refusing accreditation.

4.4. Renewal Applicants

Requirements for auditors seeking renewal of accreditation in WA

Form C*	Accreditation Renewal.
Form D* expert support team	Provide evidence demonstrating ability to access expertise or technical resources in the fields where the applicant does not personally possess such expertise or resources (referred to as the "expert support team"). Refer to section 4.5.
Professional indemnity insurance	Evidence of professional indemnity insurance cover, or an undertaking from the applicant that he/she will obtain such cover if the application is successful. Refer to section 4.6.
Summary of audits undertaken	A summary of all contaminated sites audits undertaken, or in progress, in WA since obtaining or renewing accreditation (also to be provided to DER on an annual basis, on or before 30 September of each calendar year).
Accreditation fee	Payment in advance – accreditation fee (250 fee units ¹⁰) per year for the period of accreditation being sought

* All application forms are available from the [DER website](#).

Auditors accredited within WA must apply for renewal of their accreditation between 35 and 70 days¹¹ before the expiry of their current term of accreditation. Auditors should note that it can take DER up to 30 days to renew accreditation.

It is the responsibility of auditors to apply for renewal of accreditation within the prescribed time period. DER will not issue renewal reminders. Where an auditor fails to renew their accreditation and their accreditation period lapses, the auditor will be required to reapply for accreditation.

¹⁰ r.45 of the Regulations.

¹¹ r.44(1) of the Regulations.

4.5. Requirements for Expert Support Team

Applicants seeking accreditation as an auditor in WA are required to submit evidence demonstrating their ability to access expertise or technical resources in fields where the applicant does not personally possess such expertise or resources (referred to as the “expert support team”).

DER requires WA auditors to maintain an expert support team to address all ‘core areas of technical expertise (refer to section 5 .6), where the auditor has basic proficiency but is not considered ‘expert’. In conducting their audits, auditors must consult their nominated expert support team member(s) when the situation requires expert opinion.

Example to illustrate the appropriate use of expert support team member(s)

An auditor claiming general practitioner status in human health and/or ecological risk assessment would be expected to seek expert advice when assessing a detailed or site-specific human health or ecological risk assessment.

Application requirements regarding expert support team members

Curriculum Vitae	Current detailed Curriculum Vitae, demonstrating the expert support team member’s qualifications and expertise in the area(s) nominated (including demonstration of relevant project experience, professional organisation memberships and relevant publications).
Form D* expert support team	Provide evidence demonstrating ability to access expertise or technical resources in the fields where the applicant does not personally possess such expertise or resources (referred to as the “expert support team”).
Statement from expert support team members	For each member of the expert support team, external to the applicant’s organisation, the applicant must submit a statement signed by the nominated expert support team member, agreeing to provide specified expert support services to the applicant.

* Form available from the [DER website](#).

It is the auditor’s responsibility to ensure that individuals nominated as a member of that auditor’s expert support team meet the minimum requirements of section 6.4 in Schedule B9 of the NEPM. The minimum requirements are:

- demonstration of a high level of expertise or knowledge in the competencies where the applicant does not personally possess such expertise or knowledge to the level required;
- qualifications relevant to and supporting the nominated competencies (refer to section 5.8);
- at least eight years’ relevant experience;
- actively working in the field of the nominated competencies;

- current membership of professional organisations/associations relevant to the field of the nominated competencies; and
- demonstration of an ongoing commitment to professional training and development.

DER may refuse to accept a nominated expert support team member if these requirements are not met.

Auditors should ensure that team members or employers of team members hold adequate professional indemnity insurance.

Auditors should inform expert support team members that in performing their function as an expert they should conduct themselves in accordance with the code of conduct for auditors (schedule 3 of the Regulations) and be aware of the confidentiality requirements in s.96 of the Act.

Any changes to an auditor's expert support team should be notified to DER via email using Form D available from the [DER website](#).

4.6. Professional Indemnity Insurance

All auditors must be covered by professional indemnity insurance (or provide confirmation that cover is held on their behalf by their employer) that is adequate for the activities undertaken by the auditor. This requirement also applies to the auditor's expert support team.

Application requirements regarding professional indemnity insurance	
Certificate of currency	All applicants must submit evidence of current professional indemnity insurance and clearly state the relevant details of the cover provided before accreditation (including renewal) will be granted.
Amount of cover	Applicants should carry out a risk assessment to determine the adequacy of the amount of insurance cover they require. The <i>minimum</i> amount of cover for each and every engagement is five million dollars (\$5 million). It may be appropriate for larger projects to have a substantially larger amount of professional indemnity insurance. It is the responsibility of the auditor to determine the appropriate amount of professional indemnity insurance for each project in which they are engaged.
Basis of cover	The policy may be written on either an occurrence basis or a claims-made basis. If on a claims-made basis, the applicant must also undertake to hold run-off (or equivalent) insurance that provides professional indemnity insurance cover for work conducted during the period of accreditation, and for an adequate period after accreditation has ended. Notwithstanding the comments made in the previous sentence, the

Application requirements regarding professional indemnity insurance	
	minimum period of cover from the end of accreditation is seven (7) years. ¹²
No limitations on work undertaken as an auditor	All applicants must ensure that exclusions relating to their professional indemnity insurance cover do not limit work undertaken as a contaminated sites auditor and provide a statement to this effect whenever a certificate of currency is submitted to DER for accreditation purposes.

A certificate of currency confirming professional indemnity insurance does not have to be included with the initial application. The applicant may provide an undertaking to DER that he/she will obtain such cover if the application is successful. However, successful applicants will not be accredited until evidence of professional indemnity insurance cover (that is, an appropriate certificate of currency) and relevant details of the cover are provided.

Expert Support Team

Auditors are responsible for ensuring that their expert support team members are covered by adequate professional indemnity insurance. Certificates of currency for all expert support team members must be provided to DER before an auditor is accredited.

¹² Applicants and accredited auditors should note that, in certain circumstances, civil claims could be commenced more than six years after an event/occurrence took place. Auditors should obtain professional advice (including independent legal advice) to determine if a longer period of run-off cover is appropriate for their circumstances.

5. Selection Criteria for Accreditation as an Auditor

5.1. Overview

The minimum criteria that should be considered by regulatory authorities when assessing applicants are set out in Schedule B9 of the NEPM (refer to section 6). In addition, the criteria which an applicant must satisfy in WA are set out in r.39 of the Regulations. In particular, the applicant must have:

- adequate theoretical and practical knowledge and skills to carry out the functions of an auditor;
- access to persons with complementary theoretical and practical knowledge and skills to assist him/her, where necessary, in carrying out the functions of an auditor; and
- adequate knowledge and understanding of relevant laws and currently accepted industrial standards.

Applicants for *first time* accreditation must demonstrate that they satisfy the selection criteria set out in sections 5.2–5.8.

Mutual recognition applicants are required to address the selection criteria set out in sections 5.3 and 5.4 only, as long as they have demonstrated their ability to meet the other criteria set out in r.39 through their accreditation as an auditor in another Australian jurisdiction.

5.2. Academic Qualifications

The applicant must possess a Bachelor's or Higher Degree in a relevant discipline from a recognised College or University. Applicants with overseas qualifications are advised to contact DER before submitting their application to discuss any additional information or certification requirements.

5.3. Understanding WA Legislation

The applicant must be able to demonstrate sound knowledge and understanding of the *National Environment Protection (Assessment of Site Contamination) Measure* and WA legislation relating to the management of contaminated sites and environmental protection in general.

5.4. National and WA Policies and Guidelines

The applicant must be able to demonstrate sound knowledge and understanding of national and WA policies and guidelines relating to contaminated site assessment and management. The principal guidelines and documents for use in the assessment and management of contaminated sites in WA are listed in *Appendix A* of DER (2016b). Other authoritative technical documents may also be relevant to the assessment and management of specific sites.

5.5. Relevant Professional Experience

The applicant should have at least eight years of experience relevant to the assessment and remediation (including management) of contaminated sites (refer to section 6.4 Schedule B9 of the NEPM). It is desirable, but not essential, that this experience includes at least two years of relevant work in Australia and two years in

the role of a project manager supervising a multi-disciplinary team approach to contaminated sites assessment and management.

It is desirable, but not essential, for the applicant to have 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.

The applicant's contaminated sites experience should be broadly based in terms of the scale of work undertaken, the range of contaminants encountered, and the scope of work performed.

In accordance with the NEPM (refer to section 6.7 Schedule B9), DER may consider persons with less than eight years of contaminated land experience if the applicant has significant years of relevant and related environmental experience, including assessment and management of major environmental issues involving complex sampling design and chemical or hydrogeological data collection and interpretation, where this experience is relevant.

The applicant should be able to demonstrate sound ability and experience in forming and managing multi-disciplinary teams, which contain the appropriate balance of expertise for assessment and management of complex sites.

Once accredited, an Auditor is generally not limited in terms of the types of sites and contaminants on which they may work. For this reason, DER requires applicants to be able to demonstrate experience in the assessment and management of a broad range of contaminant types, including metals, hydrocarbons, solvents, pesticides, asbestos, ground gases and soil vapours in a variety of geological settings.

The applicant must demonstrate that he or she has consistently delivered work to an acceptable standard in accordance with the relevant Contaminated Sites Guidelines and references therein.

5.6. Technical Competencies

The applicant must be able to demonstrate a sound knowledge of the principles and methods of conducting environmental audits.

The applicant must be able to demonstrate extensive experience and a high level of expertise in the following core competencies listed in section 6.1 of Schedule B9 of the NEPM:

Core Competencies

- 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;

Core Competencies

- identification of potential human health and environmental risks;
- quality control/quality assurance procedures; and
- risk communication.

As stated in Schedule B9 (refer to section 6.1), the applicant should have basic proficiency in, or have access to, an expert support team with expertise in the following areas in which the applicant is not an expert, or be able to demonstrate experience and expertise relating to the competencies listed below:

Other competencies

- air quality (volatile emissions and dust) assessment relating to contamination;
- contaminant fate and transport;
- assessment of impacts on groundwater from contaminated sites;
- environmental chemistry;
- environmental sampling;
- environmental toxicology;
- geology;
- human health and ecological risk assessment relating to contamination;
- human toxicology;
- hydrogeology;
- identification of contaminants of concern from past and current industrial land uses;
- work health and safety relating to contamination;
- remediation technologies and geo-technology;
- soil science; and
- statutory and environmental planning.

In competency areas where the applicant demonstrates basic proficiency but not an expert level of competence, the applicant must demonstrate how these competencies will be addressed to a high level of expertise in the conduct of an audit.

In conducting an audit, auditors are required to consult their nominated expert support team member(s) when the situation requires expert opinion.

5.7. Continued Professional Development

The applicant must be able to demonstrate a commitment to training and professional development relevant to contaminated sites. This may include active membership of one or more relevant professional organisations, private study of relevant publications and attending relevant conferences, seminars and training courses.

Applicants should provide details and evidence of training or other professional development undertaken and learning outcomes. Applicants should be able to demonstrate how up-to-date knowledge is maintained across developments in the scientific, technical, regulatory and legal fields relevant to assessment, management and remediation of contaminated sites.

5.8. Qualifications and Membership of Professional Bodies

In addition to holding appropriate academic qualifications (refer to section 5.2), the applicant should demonstrate current individual membership of and/or certification from one or more professional bodies relevant to their area of expertise or professional employment in the assessment of site contamination.

Applicants (and nominated expert support team members), nominated in the specialist technical competencies such as soil science, geology, hydrogeology, human toxicology and environmental toxicology, should be able to demonstrate they hold:

- directly relevant qualifications; and
- individual certification or memberships with relevant professional bodies.

Examples of professional bodies in Australia which provide chartered or certified membership include:

- Australian Institute of Geoscientists.
- Engineers Australia.
- Environment Institute of Australia and New Zealand.
- Royal Australian Chemical Institute.
- Site Contamination Practitioners Australia.
- Soil Science Australia.

6. Selection Process for Auditor Accreditation

6.1. Selection Panel

Under r.41 of the Regulations, DER may establish a selection panel of at least two panel members to assist in the assessment of applicants for accreditation.

In practice, DER establishes a selection panel whenever applicants for first time accreditation are being assessed. The selection panel generally includes DER officers and persons external to DER, including a representative of another Australian jurisdiction. In addition to the selection panel, DER seeks advice from other relevant sources to assist in decision-making on the application(s).¹³

6.2. Preliminary Assessment and Short-listing of Applicants

Applications which are incomplete, or do not meet the application requirements set out in this guideline, will not be considered for short-listing. Supporting documentation will be returned to the applicant; however, the application form and fee will be retained by DER. Unsuccessful applicants will be advised of the reason(s) his or her application was not successful and may re-apply at a later date.

The selection panel assesses all valid applications in accordance with the application requirements set out in section 4 and the selection criteria detailed in section 5.

In assessing the applications, the selection panel may also consider other reports and correspondence held on DER's files which are relevant to the performance and professional conduct of the applicant. If the selection panel requires further information from the applicant to properly assess an application, this will be requested in writing by DER.¹⁴

Applicants assessed as meeting the criteria set out in r.39 are short-listed for interview based on this preliminary assessment process.

6.3. Conflict of Interest

To enable short-listed applicants to address potential conflicts of interest prior to the interview, the applicants will be informed of the membership of the selection panel. The applicant and selection panel members must disclose any relationship that may create, or have the potential to create, a conflict of interest in relation to the selection process.

For example, in the event that any member of the selection panel has an existing personal or professional relationship with the applicant, or is nominated to be a member of an applicant's expert support team, the applicant and selection panel member must notify DER and other panel members to ensure no conflict of interest issues arise.

¹³ r.41 of the Regulations.

¹⁴ r.36(2) of the Regulations.

6.4. Interview and Case Study Exercise

Short-listed applicants will be invited by DER to attend an interview with the selection panel.¹⁵ During the interview, the panellists will test the applicant's ability to address issues associated with contaminated sites assessment, remediation and management related to the selection criteria.

The selection panel will interview short-listed applicants with reference to a case study. Applicants will be provided with the case study prior to the start of the interview and will be asked to address a series of related questions.

The applicant's responses will be assessed by the selection panel to determine his or her ability to:

- competently and objectively review data relating to the assessment;
- identify the key and subsidiary risks to the environment and human health;
- determine practical and scientifically sound management approaches to address the identified risks based on the information provided;
- communicate this information effectively while demonstrating the logical basis of their decision-making processes; and
- carry out the role and responsibilities of an auditor.

The applicant may be invited to provide additional information or clarification to assist the selection panel in assessing his or her expertise in the assessment and remediation of contaminated sites.

The time set aside for each interview is 1.5–2 hours (including pre-interview case study reading time). Applicants are not permitted to contact any other person by any method during the course of the interview process (including pre-interview case study reading time).

Following the interviews, the selection panel will make a recommendation to DER as to which applicants, if any, are suitable for accreditation as auditors.

Unsuccessful applicants will be advised of the reason(s) his or her application was not successful. Unsuccessful applicants may re-apply when DER next calls for applications for auditor accreditation.

6.5. Accreditation Procedure

DER will decide to accredit an individual as an auditor in WA after considering the application, any further information requested, the recommendations of the selection panel and any advice sought from other relevant sources.¹⁶ A person will only be accredited as an auditor if DER is satisfied that the person meets the requirements of r.39 of the Regulations.

Successful applicants will be advised initially by telephone (followed by written confirmation) and will be asked to submit the accreditation fee (refer to section 6.6), an electronic photograph and evidence of the applicant's professional indemnity

¹⁵ The interview is oral only, as the applicant's written skills will have been assessed during the short-listing process.

¹⁶ r.36(2) and r.41 of the Regulations.

insurance so that their accreditation can proceed. Once the applicant has satisfied these requirements, he/she will receive notice in writing¹⁷ from DER and an authorisation card. The authorisation card will contain a statement that the person is an accredited auditor under the Act, the accreditation expiry date and, if applicable, any limitations or conditions imposed on the auditor's duties.

Unsuccessful applicants will be advised of the reason(s) his/her application was not successful and may re-apply when DER subsequently calls for applications for auditor accreditation.

6.6. Accreditation Fees

Accreditation of a suitable applicant as an auditor takes place once the annual accreditation fee of 250 fee units¹⁸ specified in the Regulations has been paid.

¹⁷ s.70 of the Act.

¹⁸ r.40 of the Regulations, one fee unit is currently \$15.

References

Contaminated Sites Act 2003

www.slp.wa.gov.au/legislation/statutes.nsf/main_actsif_c.html.

Contaminated Sites Regulations 2006

www.slp.wa.gov.au/legislation/statutes.nsf/main_subsisif_c.html.

DER 2016a, *The Western Australian Contaminated Sites Auditor Scheme Contaminated Sites Guidelines*, Department of Environment Regulation, Perth
www.der.wa.gov.au/your-environment/contaminated-sites/61-contaminated-sites-guidelines?showall=&start=1.

DER 2016b, *Requirements for Mandatory Auditors' Reports Contaminated Sites Guidelines*, Department of Environment Regulation, Perth www.der.wa.gov.au/your-environment/contaminated-sites/61-contaminated-sites-guidelines?showall=&start=1.

National Environment Protection (Assessment of Site Contamination) Measure 1999, National Environment Protection Council www.nepc.gov.au/nepms/assessment-site-contamination.