



Environmental auditor guidelines for appointment and conduct

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1. Purpose of this Guideline

1.1 Introduction

This guideline has been prepared under section 203 of the Environment Protection Act 2017 ('the Act') to provide information regarding the process to appoint environmental auditors and environmental auditor conduct. This guideline includes information on the process for initial environmental auditor applications, EPA approving or refusing an application, suspending or revoking appointments, applying additional conditions and environmental auditor reappointment.

These guidelines should be read in conjunction with the Act, and other environmental auditor guidelines published by the Environment Protection Authority Victoria (EPA Victoria, EPA or the Authority) which have been issued pursuant to section 203 of the Act.

1.2 Legal purpose

It is a requirement under section 190(2) of the Act that an environmental auditor have regard to this guideline and other guidelines issued by the Authority under Section 203 of the Act, any relevant Environment Reference Standard (ERS), any relevant compliance codes, and any prescribed matter, when carrying out any function of an environmental auditor under this or any other Act.

Failure to give proper regard to these guidelines may:

- be considered by EPA in determining whether to reappoint a person as an environmental auditor; or
- provide grounds to review the appointment of an environmental auditor.

1.3 Intended audience

This guideline has been prepared by EPA for environmental auditors. It may also be useful for other parties who are required to engage an environmental auditor, such as:

- planning and other statutory authorities; and
- recipients of a notice, direction or other instrument issued pursuant to the Act (requiring the recipient to engage an environmental auditor).

EPA may provide specific guidance to environmental auditors or duty holders as requested to clarify any provisions in these guidelines.

2. Definitions

Unless the context requires otherwise, an expression or phrase that is used in these guidelines and in the Act has, in these guidelines, the same meaning as in the Act (whether or not a particular meaning is assigned to it in the Act).

Unless otherwise stated, the term 'environmental auditor' refers to a person appointed as an environmental auditor under Division 1 of Part 8.3 of the Act

Unless otherwise stated, the term 'environmental audit' used in these guidelines refers to an environmental audit undertaken in accordance with Division 3 of Part 8.3 of the Act.

Unless otherwise stated, the term 'preliminary risk screen assessment' used in these guidelines refers to a preliminary risk screen assessment undertaken in accordance with Division 2 of Part 8.3 of the Act.

3. Essential measures and Functions of environmental auditors

The EPA appoints environmental auditors pursuant to Division 1 of Part 8.3 of the Act. Please note that under section 497 of the Act, a person who is an environmental auditor appointed under section 53S of the Environment Protection Act 1970, is taken to have been appointed as an environmental auditor under the Act on the same terms.

Under section 190 of the Act, environmental auditors are appointed to carry out the following functions:

- conducting preliminary risk screen assessments and environmental audits;
- preparing preliminary risk screen assessment statements and preliminary risk screen assessment reports;
- preparing environmental audit statements and environmental audit reports;
- performing any function conferred on an environmental auditor under this or any other Act¹; and
- performing any prescribed function of an environmental auditor.

In exercising functions and duties pursuant to the Act or any other Acts, an environmental auditor is expected to act in a manner consistent with the Act and any other legislation. The expected conduct of an environmental auditor is described further in section 10 of these guidelines.

The Authority may appoint individuals to one or more categories of environmental auditor, as described in the attached schedules.

The EPA plays a role in ensuring an acceptable quality of environmental auditing is maintained. The processes the Authority uses to do this are set out in these guidelines.

3.1 Environmental Protection Regulations 2021 – prescribed functions of environmental auditors

Regulation 164 of the Environment Protection Regulations 2021 (the Regulations) detail that for the purposes of section 190(1)(d) of the Act, the prescribed functions of an environmental auditor are:

(a) to verify actions and measures undertaken to comply with any of the following (including conducting any relevant tests and analysis):

(i) a notice issued under section 271, 272, 273 or 274 of the Act;

¹'Other Acts' means legislation other than the Act, for example, the *Port Services Act 1995* and the *Mineral Resources (Sustainable Development) Act 1990*.

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- (ii) an order issued under section 275 of the Act;
- (iii) a condition of a permission;
- (iv) guidelines issued by the Authority under the Act;
 - o Example: To verify whether or not a monitoring plan required under an environmental action notice has been implemented in accordance with the plan, the environmental auditor may undertake a site inspection, assess sampling and analysis procedures against relevant guidelines issued by the Authority, and audit a representative sample of monitoring data.
- (b) to undertake an independent assessment under section 222 of the Act of a matter contained in the prescribed risk assessment criteria where the method for calculating financial assurance amounts published under section 223 of the Act provides that the assessment may be conducted by an environmental auditor;
- (c) to perform any function conferred on an environmental auditor under a legislative instrument made under any Act;
- (d) any function approved by the Authority in accordance with regulation 165.

EPA may update or provide additional guidance in relation to verification functions. For example, in relation to permissions, [Landfill licensing EPA publication \(1323.3\)](#) details requirements for environmental auditors to conduct a variety of functions in relation to landfill permission requirements

3.2 Functions – pursuant to any other Act

Environmental auditors may be called upon to undertake functions or duties detailed in other legislation or legal instruments.

Prior to offering to undertake any of these functions, the environmental auditor must ensure:

- (i) the function falls within the environmental auditor's area of expertise or competency;
- (ii) their involvement will not result in a conflict of interest;
- (iii) they have all required approvals from the responsible Authority(s);
- (iv) they meet all requirements including any special requirements specified within EPA guidance, or any special requirements specified by the responsible Authority(s).

An example of required special requirements specified by the responsible Authority is provided below:

Duties under the Mineral Resource (Sustainable Development) Act 1990.

Environmental auditors intending to undertake duties detailed in the *Mineral Resources (Sustainable Development) Act 1990* are expected to:

- Have expertise in, or access to expertise in, the areas detailed in Table 1C of this publication

4. Initial appointment – application process

As provided for under section 191 of the Act, a natural person may make an application to the Authority for appointment as an environmental auditor. An application for appointment as an environmental auditor must: be made in the manner and form approved by the Authority, provide any information required by the Authority, and be accompanied by any prescribed application fee (unless the person has been exempted).

4.1 Advertisements

The Authority will advertise its intent to appoint environmental auditors and call for applications.

4.2 Application fee

An application fee has been introduced as part of the application process in the Act. Under section 191 of the Act, the prescribed fee is to be provided to the Authority with the appointment application. The application fee is described in regulation 206(1) of the Regulations.

4.3 Applications

Once the Authority has advertised its intent to appoint environmental auditors, the appropriate application forms will be made available on the EPA website. Applicants are to provide detailed information, as will be documented in the forms, addressing the following:

- (i) category/ies for which appointment is sought (refer to the attached schedules in these guidelines)
- (ii) evidence of relevant qualification(s) (for example, a relevant bachelor's degree awarded by a recognised tertiary institution).
- (iii) current, detailed curriculum vitae to be attached to application, as Attachment 1 to Application for appointment as environmental auditor: Application Form 1 – General Criteria
- (iv) demonstrated commitment to ongoing training and professional development relevant to the technical competencies of the category/ies of appointment. Details and evidence of training and/or other professional development undertaken and learning outcomes to be provided.
- (v) demonstrated maintenance of up-to-date knowledge with regard to developments in the scientific, technical, regulatory, and legal fields relevant to the category/ies of appointment. Evidence of individual membership of and/or accreditation from one or more relevant professional associations where relevant to nominated category/ies of appointment to be provided
- (vi) demonstrated knowledge and understanding of relevant provisions of the Act plus associated statutory policies, regulations, and guidelines relevant to the category/ies of appointment
- (vii) demonstrated thorough understanding of the principles of, and methods for, conducting environmental audits
- (viii) demonstrated environmental auditing experience relevant to the category/ies of

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appointment. Provision required of two or more 'audit-like'² environmental reports or studies prepared by the applicant whereby:

- (a) the role of the applicant in conducting the studies and in preparing the reports must be clearly indicated
- (b) the applicant clearly demonstrates expertise in their selected category/ies and their written communication skills
- (c) the applicant must have substantially prepared the example report(s)
- (d) the report(s) must clearly support the statements and the information provided in the application forms
- (e) the report(s) were prepared no more than two years prior to the date of application
- (f) consent to release the report(s) to EPA must be obtained from the client(s) before the application is submitted.

Note: All reports will be treated as confidential

In addition, summary information about additional reports and studies undertaken may be presented in tabular form, indicating the title of the project, the role of the applicant and the purpose of the project

- (ix) demonstrated experience and expertise of the applicant (and/or expert support team) in the areas listed in the attached schedules of these guidelines for the category/ies of appointment
- (x) demonstrated evidence of the applicant's ability to exercise professional judgment, reach opinions independently and have not been unduly influenced by views or actions of others
- (xi) demonstrated experience and expertise as outlined below:
 - (a) at least eight years' experience relating to the category/ies of appointment
 - (b) at least three years' experience in environmental assessment and environmental audit like work
 - (c) at least two years of relevant work in Australia and two years in the role of project manager involving a multidisciplinary team approach in an area relevant to the category/ies of appointment
 - (d) experience in terms of the scale of work undertaken and the scope of work performed
 - (e) experience in forming and managing multidisciplinary teams, which contain the appropriate balance of expertise for complex assessments.
- (xii) Demonstrated expertise of nominated expert support team. The applicant is to nominate an

² Examples of 'audit-like' environmental reports include; Remedial Action Plans, Clean Up Plans, Environmental Management Plans, Construction Environmental Management Plans, Due Diligence Audits, Preliminary and Detailed Site Investigations, and Sampling and Analysis Plans.

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expert support team, formed by persons with technical expertise in areas outlined in the attached schedule for the category/ies of appointment beyond the applicant's area of expertise. In setting out details of this expert support team, the applicant should also indicate their own areas of expertise.

The capabilities of expert support personnel is to be demonstrated and be available at any time at the Authority's request. Expert support team members should have relevant qualifications and expertise in the areas nominated for support and at least eight years experience in the area of expertise claimed. The applicant is to provide the following for each expert support team member:

- (a) a current, detailed curriculum vitae demonstrating expertise in the area(s) nominated including:
 - a degree and or equivalent qualification relevant to an area of expertise claimed
 - clearly demonstrated and detailed description of relevant project experience in the area of expertise claimed
 - number of years of relevant experience in the expertise claimed
 - membership of a professional association relevant to the area of expertise claimed
 - be currently working in the field of expertise
- (b) listing of any relevant publications
- (c) a signed agreement to provide expert support from nominated team members who are not employed by the same company as the applicant. The area of expertise in which support will be provided must be clearly indicated.

Further information on expert support requirements are provided in Appendix Two.

- (xiii) an undertaking from the applicant that they will obtain, or that their employer will obtain on the applicant's behalf, professional indemnity insurance. The professional indemnity insurance should specifically cover the applicant for environmental auditor activities undertaken pursuant to the Act. Applicants should satisfy themselves as to the level and duration of insurance cover that will be adequate to cover their activities as an environmental auditor. Applicants should also satisfy themselves that expert support team members hold adequate professional indemnity insurance. (Application for appointment as environmental auditor: Application Form 1 – General Criteria requires a signed declaration to this effect.)
- (xiv) full disclosure of any circumstances that may affect the applicant's independence or objectivity in acting as an environmental auditor appointed pursuant to the Act (Application for appointment as environmental auditor: Application Form 1 – General Criteria requires a signed declaration to this effect.)
- (xv) Satisfactory referee check. Application requires the nomination of two referees who are not directly associated with the applicant or the company employing the applicant, who have direct and recent knowledge of the applicant and can confirm the applicant's experience and expertise
- (xvi) Satisfactory National Police Records Check.

Applications should be submitted through the EPA portal, with the inclusion of all required documents.

Further information or clarification on information provided may be requested by the Authority, this will include instruction on how to provide this further information.

The Authority will inform applicants if they are to be progressed to subsequent stages of assessment for appointment as an environmental auditor.

4.4 Advisory Panel

Under sections 192 and 235 of the Act, the Authority may appoint an advisory panel, whose task will be to make recommendations regarding the suitability of an applicant for appointment as an environmental auditor, and to provide any other advice to the Authority as requested. The panel must have regard to this guideline, and any other guidelines issued under section 203 of the Act.

The Authority may appoint any person to be a member of the advisory panel that the Authority is satisfied has the appropriate level of expert knowledge, skills or experience in environmental auditing and related matters³. The Authority will also appoint a chairperson of the advisory panel. The Authority must have regard to, but is not bound by, any advice provided by the advisory panel⁴.

5. Initial appointment - selection process and appointment

The selection process can have several stages, which includes written application and EPA request for the provision of further information (if required, as detailed in section 4 of these guidelines), advisory panel interview and/or examination by an advisory panel⁵.

5.1 Interview

If the Authority considers it necessary for the purposes of determining an application for appointment, the Authority may require an applicant to appear before the advisory panel for an interview.

The advisory panel will interview those applicants, selected by the Authority, most likely by using a case study as the basis for that interview. If applicable, the applicant will be given time to review the case study and will then be asked to address a series of questions in relation to the case study. The applicant's response is expected to be assessed for soundness of basic technical knowledge, ability to identify the key risks posed to the environment in the segment being audited and the logical basis of the decision-making process.

³ Section 235(3) of the Act.

⁴ Section 235(8) of the Act.

⁵ Section 191 of the Act.

The advisory panel can make recommendations to the Authority regarding the suitability of applicants after the interview if requested.

5.2 Examination by the advisory panel

If the Authority considers it necessary for the purposes of determining an application for appointment, the Authority may require an applicant to undergo an examination by the advisory panel as to the applicant's suitability for appointment.

The examination may address legislative, technical and policy aspects of environmental auditing. The applicant will be assessed based on their demonstrated understanding and knowledge, including, but not limited to, the following:

- legislative understanding
- auditing skills
- technical competencies.

The advisory panel can make recommendations to the Authority regarding the suitability of applicants after the examination if requested.

5.3 Appointment decisions

The advisory panel will make recommendations to the Authority regarding the suitability of applicants for appointment as an environmental auditor based on the outcome of the application process.

The Authority may approve or refuse an application for appointment as an environmental auditor after having regard to the advisory panel's recommendations after any interview and/or examination (if applicable), any relevant guidelines issued under section 203 of the Act, and any prescribed matter.

If the Authority has decided not to refer an application for appointment to an advisory panel, and has considered any relevant guidelines issued under section 203 of the Act and any prescribed matter, the Authority may approve or refuse an application that complies with section 191(3) of the Act after considering the application and any further information received.

5.4 Notice of Appointment

If the Authority decides to approve an application for appointment as an environmental auditor, the Authority will notify the applicant by providing a written Notice of Appointment.

5.5 Initial period of appointment

The period of appointment will not exceed 3 years and may, at the Authority's discretion, be less. The period of appointment will be included in the written Notice of Appointment⁶.

⁶ Section 195(3) of the Act.

5.6 Conditions of appointment

Pursuant to section 197, the Authority may appoint a person as an environmental auditor subject to conditions specified in the environmental auditor's notice of appointment. Accordingly, an environmental auditor's appointment will be subject to the following standard conditions:

- This appointment relates to the category (or categories) of appointment listed on the Notice of Appointment only which are: [Contaminated Land][Industrial Facilities][Natural Resources].
- This appointment is subject to compliance with the Act, Regulations and any guidelines issued by the Authority under section 203 of the Act, including but not limited to the most recent edition of the Environmental Auditor guidelines for appointment and conduct Publication 865.

The Authority may impose other condition(s) on the appointment it considers necessary.

5.7 Fees

If the Authority approves the application for appointment, a fee must be paid to the Authority for administrative and technical support services, as provided for in regulation 206 (2) of the Regulations.

5.8 Induction

An induction session will be conducted by the Authority for successful applicants.

5.9 Unsuccessful applicants

If deemed unsuccessful through the application process, the Authority will give written notice to the applicant of the intention to refuse the application for appointment and the reason(s) for the proposed refusal pursuant to section 194(1) of the Act. The applicant may make submissions to the Authority in relation to the proposed refusal⁷. This submission should set out the grounds for reconsideration in terms of the assessment criteria contained in section 4 (including the relevant schedules) of these guidelines.

Any submission in relation to the Authority's written notice of intention to refuse an application should be lodged with the Authority within 28 days from the date of notification of the Authority's decision.

The Authority may refuse an application for appointment when it has given the applicant written notice of intent to refuse application for appointment; it has given the applicant a reasonable opportunity to make submissions, and it has taken any submissions made by the applicant into consideration. The Authority will notify the applicant of the final decision in writing⁸.

⁷ Section 194 of the Act.

⁸ Section 194(2) of the Act.

6. Reappointment of environmental auditors

An environmental auditor appointment is for a finite period, not exceeding three years. Environmental auditors who wish to continue their appointment as an environmental auditor are to apply for reappointment as detailed below. In the reappointment assessment process, the Authority will consider information presented within the application, review outcomes of the environmental auditor's work and any issues or complaints.

6.1 Application for reappointment

The Act makes provision, in section 198, for an environmental auditor to make an application to the Authority for reappointment as an environmental auditor. Such an application is to be submitted through the EPA portal.

The environmental auditor is to complete the reappointment application form provided by EPA and supply the following information in support of the application for reappointment:

- an undertaking to maintain the environmental auditor's expert support team in accordance with these guidelines;
- full disclosure of any circumstances that may affect the applicant's independence or objectivity in acting as an environmental auditor appointed pursuant to the Act (the application form requires a signed declaration to this effect);
- an undertaking to maintain professional indemnity insurance (as set out in section 4.3 (xiii) of these guidelines); and
- a current satisfactory National Police Records Check.

An application for reappointment is to also be accompanied by the prescribed application fee. See section 207(1) of the Regulations for details of this fee.

If the application is not complete and properly submitted, an appointment may lapse (refer to section 6.9).

6.2 Provision of evidence of contribution to audit system – during previous appointment

Conducting environmental audits and the preparation of environmental audit statements and environmental audit reports remains a primary function of environmental auditors. They remain clear evidence of contribution to the Victorian audit system and a good indicator of the quality of work, competency, and understanding of Victorian environmental legislation as expected below.

Where an environmental auditor is not carrying out a sufficient amount of preliminary risk screen assessments or environmental audits in Victoria, and upon consideration of individual circumstances, the Authority may determine to not grant reappointment. The Authority will take into consideration any other works in relation to performing other functions conferred on them in their capacity as an environmental auditor and may request additional information in relation to those works.

An environmental auditor who has completed only one environmental audit report or preliminary risk screen assessment during their last period of appointment is expected to identify one or more additional reports which demonstrate:

- (i) technical and environmental auditing competence through work of equivalent professional

standing, including but not limited to environmental audits performed in another jurisdiction(s)

- (ii) sufficient understanding of relevant Victorian environmental legislation, policy, regulations, and guidelines.

EPA may request a copy of such reports.

A statement of understanding of Victorian legislation may also be required. Where applicable and upon request by the Authority, the environmental auditor is expected to provide two examples of the documents prepared as a result of other statutory works conducted pursuant to the Act or any other Acts by the applicant during their last period of appointment.

An environmental auditor who has not completed any preliminary risk screen assessments or environmental audits in Victoria in the preceding period of appointment may not be eligible for reappointment unless the environmental auditor is able to demonstrate requirements as detailed above. To demonstrate these requirements the applicant is expected to list a minimum of two reports of equivalent professional standing, may also be asked to provide a written statement demonstrating understanding of requirements and the Authority may request the applicant attends an interview. The applicant should include a statement outlining the reason for not completing any environmental audit or preliminary risk screen assessment reports during their last reappointment period.

6.3 Assessment

In assessing an environmental auditor's application for reappointment, the Authority will consider the information provided in accordance with the preceding sections. In addition, the Authority will review all information compiled resulting from quality assurance reviews carried out during the previous period of appointment in accordance with section 11 of these guidelines. Where applicable, the Authority will seek comments on the environmental auditor's performance in other statutory works conducted pursuant to any other Act from the relevant government agencies and other jurisdictions. All assessments will be subject to an internal peer review prior to recommendation to the Authority.

To reappoint an environmental auditor, the Authority is to be satisfied that all works, including environmental audits and any other statutory works conducted pursuant to the Act or any other Act, completed by the environmental auditor are of a satisfactory standard.

If the assessment identifies outstanding issues regarding the environmental auditor's performance during their previous period of appointment, such as:

- the quality of the environmental auditor's work in relation to preliminary risk screen assessments or environmental audits
- the quality of the environmental auditor's work in relation to any prescribed function of an environmental auditor
- the environmental auditor not providing information to the Authority when requested to do so

the Authority will write to the environmental auditor to advise of the outstanding issues in relation to the application and invite written submission on those matters and consider any response by the environmental auditor and, if satisfied in respect of the outstanding issues, report the satisfactory resolution of the issues in the assessment/review report

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Where all matters related to the environmental auditor's conduct and quality of work are deemed to be satisfactory – including resolution of any issues identified – the Authority may progress to reappoint the environmental auditor.

If one or more of the outstanding issues are not satisfied, the Authority may refuse the application for reappointment as environmental auditor. Refer to section 6.5 of these guidelines.

6.4 Timing

Applications for reappointment must be received by the Authority within the period that commences 12 weeks prior to the expiry of the environmental auditor's current appointment and ends 8 weeks prior to the expiry of the appointment. This is to allow time for assessment of the application. Applications submitted later than this may result in the environmental auditor's appointment lapsing. The above prescribed timing is detailed in regulation 166 of the Regulations.

Applications received after an environmental auditor's appointment has lapsed will not be accepted unless prior agreement with the Authority is confirmed in writing. Where an environmental auditor's appointment has lapsed and there is no prior agreement in place, such a person may reapply through the initial appointment process.

6.5 Decision

The decision on reappointment will be made by the Authority. The Authority may approve or refuse an application for reappointment.

The Authority may refuse an application for reappointment for any grounds as per an initial appointment application.

As detailed in section 199 of the Act, the Authority may refuse an application for reappointment if the Authority deems it justified having regard to assessment as detailed in section 6.3 or other relevant considerations including, but are not limited to, any formal or informal disciplinary action taken against the environmental auditor under the Act, and the quality of the environmental auditor's work under the Act.

The authority will provide the environmental auditor with written notice of intent to refuse an application for reappointment and the reasons for the refusal⁹. The Authority will provide the environmental auditor an opportunity to make submissions in relation to the proposed refusal and take these submissions into consideration prior to making a final decision¹⁰. Any submission in relation to the Authority's written notice of intention to refuse an application should be lodged with the Authority within 28 days from the date of notification of the Authority's decision.

⁹ Section 199(3) of the Act.

¹⁰ Section 199(4) of the Act.

6.6 Conditions of reappointment

Reappointment may be subject to the same conditions as outlined in section 5.6 of these guidelines. Section 197 of the Act provides that the Authority may, by written notice, at any time during the appointment of an environmental auditor vary or revoke any of the current conditions or impose additional conditions on the appointment. As provided for in section 199(5) of the Act the Authority will provide details of any conditions to which the reappointment is subject.

6.7 Fees

There are two fees associated with reappointments:

- Prescribed application fee, as described in section 6.1 of these guidelines and regulation 207(1) of the Regulations

and

- A fee for administrative and technical support services, required as a condition of reappointment (see regulation 207(2) of the Regulations).

6.8 Reappointment period

The appointment period will usually be an exact period in years but may be adjusted to allow for adequate resourcing for assessment. EPA may appoint environmental auditors for 3 years where an environmental auditor:

- is actively participating in environmental audit system as provided for in part 8.3 of the Act;
- consistently presents work of a high standard; and
- is not the subject of current concerns or complaints.

However, the Authority may choose to appoint environmental auditors for a shorter period of appointment in its discretion.

6.9 Appointment lapsing

If an environmental auditor's appointment lapses, then they are no longer an environmental auditor appointed pursuant to the Act and they must not:

- act in the capacity of an environmental auditor appointed pursuant to the Act
- perform, or propose to perform, any function allowed for under section 190 of the Act

in any other way hold themselves out to be an environmental auditor appointed pursuant to the Act.

7. Mutual recognition

Under section 17(1)(a) of the *Mutual Recognition Act 1992* (Cth) (the MRA 1992), a person who is registered in one state¹¹ for an occupation can be entitled to be registered in an equivalent

¹¹ All references to 'state' in this and related sections should be read as meaning 'state or territory'.

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occupation in another state. Under the MRA 1992, the Authority is required to consider a written notice lodged by an environmental auditor appointed under equivalent systems in other jurisdictions who seek registration as an environmental auditor in Victoria.

A written notice lodged with the Authority for appointment as an environmental auditor under the MRA 1992 must be made in writing, in accordance with section 19 of that Act.

The written notice should be lodged, with a completed form ([available on the EPA's website](#)) through the EPA portal, with the inclusion of all required information.

EPA may permit the written notice and form to be amended after it is lodged.

The person who lodges the written notice will receive notification of the Authority's decision in accordance with these guidelines and section 24 of the MRA 1992.

An appointed environmental auditor will receive a Notice of Appointment as outlined in section 5.4 of these guidelines and the period of appointment will be as outlined in section 5.5 of these guidelines. Conditions of appointment may be as outlined in section 5.6 of these guidelines, and the requirement for the payment of fees will be as outlined in section 5.7 of these guidelines.

Once appointed, EPA may request further information regarding an environmental auditor's experience and capabilities as per these guidelines, which may include (but is not limited to) provision of

- a current detailed curriculum vitae;
- a satisfactory national police record certificate and an undertaking in relation to professional indemnity insurance (as set out in section 4.3 (xv) of these guidelines); and
- information relating to the environmental auditor's expertise and the expertise of nominated support team members in the areas specified in the schedule of these guidelines relevant to the Contaminated Land category. This information may need to be submitted in the form required for initial appointment as specified in section 4.3 (vii, viii, xi) of these guidelines.

7.1 Conducting activities under automatic deemed registration

Automatic mutual recognition (AMR) commenced in Victoria on 1 July 2021 after an amendment to the Mutual Recognition (Victoria) Act 1998. Environmental auditors appointed in a participating state, may be eligible for AMR. A temporary exemption was provided to EPA Victoria in relation to the implementation of AMR for environmental auditors until 1 January 2022.

Victorian environmental auditors wishing to take advantage of AMR in another state or territory will need to confirm if the state or territory they wish to work in has entered the AMR scheme. This information is available through the Australian Government web site at [Improving occupational mobility](#). Victorian environmental auditors who wish to rely on AMR in another state or territory are advised to confirm any specific requirements with the relevant authority for that state or territory.

Further general information about Victoria's implementation of AMR is available from the [Department of Treasury and Finance](#).

Under section 42D of the *Mutual Recognition Act 1992* (Cth) a person may be entitled to automatic deemed registration.

Automatic deemed registration is provided for in section 42D(3) of the *Mutual Recognition Act 1992* (Cth), which states:

The registration (or registrations) the person has because of subsection (2) is automatic deemed registration, which has effect once the person: (a) meets any requirements covered by paragraphs (4)(f) to (h); or (b) if no such requirements apply—begins to carry on the activity in the second State.

Subsection (2) states that for the purposes of carrying on the activity in the second State, the person is taken to be registered in the second State for the second State occupation and to have any additional registration required to carry on the activity in the second State.

The *Mutual Recognition Act 1992* (Cth) notes that this does not authorise the person to carry on every activity in the second State covered by the second State occupation. Automatic deemed registration authorises in the second State only activities the person is authorised to carry on in their home State.

As provided for under section 42J of the MRA 1992, an environmental auditor who intends to carry on an activity in Victoria in reliance on automatic deemed registration must notify the EPA prior to beginning to carry on that activity.

8. Revocation or suspension of appointment

Under section 200 of the Act, the Authority may suspend or revoke the appointment of an environmental auditor.

The Authority may suspend or revoke the appointment if the environmental auditor has not satisfied the requirements of these guidelines in relation to eligibility for appointment as an environmental auditor.

The Authority may suspend or revoke the appointment of an environmental auditor:

- if the environmental auditor has contravened the Act, the Regulations; or a condition of the environmental auditor's appointment; or
- the environmental auditor is not carrying out a sufficient amount of preliminary risk screen assessments or environmental audits to justify continued appointment as an environmental auditor; or
- the environmental auditor is appointed as an environmental auditor in another jurisdiction and that appointment has been changed because of conduct that would (if it occurred in Victoria) authorise revocation or suspension of the environmental auditor's appointment under the Act; or
- the environmental auditor provided false or misleading information to the Authority in an application for appointment or reappointment; or
- the environmental auditor has contravened a prescribed matter; or
- the suspension or revocation of the appointment is justified having regard to:
 - the quality of the environmental auditor's work in relation to preliminary risk screen assessments or environmental audits conducted during the environmental auditor's appointment; or

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- the quality of the environmental auditor's work in relation to any prescribed function of an environmental auditor; or
- any other matter that the Authority considers to be relevant to the environmental auditor's suitability for appointment; or
- a conflict of interest circumstance referred to in section 200(1)(h) of the Act is present.

The Authority will not suspend or revoke the appointment of an environmental auditor without first giving written notice of intention and giving the environmental auditor a reasonable opportunity to make submissions¹².

It should be noted that the Authority may revoke the appointment of an environmental auditor who is suspended¹³.

The Authority may suspend an environmental auditor's appointment for a specified period, until the fulfilment of specified conditions, or until further notice by the Authority¹⁴.

The date the suspension or revocation takes effect is that specified on the notice, or the date on which the Authority notifies the environmental auditor of the suspension, whichever is the later. If a period of suspension or revocation is not specified, the suspension or revocation ends on the date the Authority notifies the environmental auditor that the appointment has been reinstated or revoked.

As with an appointment lapsing, referred to in section 6.9 of these guidelines, during the period of suspension an environmental auditor must not:

- act in the capacity of an environmental auditor appointed pursuant to the Act;
- undertake, or propose to undertake, any environmental audit work;
- in any other way hold themselves out to be an environmental auditor currently appointed pursuant to the Act.

9. Maintenance of appointment

9.1 Environmental auditor's responsibilities – change in circumstances

An environmental auditor is to notify the Authority at least 10 business days in advance of any change in circumstances relevant to their appointment. Changes include the environmental auditor's employment status such as a temporary change. The minimum advance notice of 10 business days may be exempted if the change is due to unforeseeable circumstances.

¹² Section 201 of the Act.

¹³ Section 200(2) of the Act.

¹⁴ Section 201(4) of the Act.

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An environmental auditor is to provide appropriate supporting material when notifying the Authority of a change in circumstances, which will then be assessed.

Where the change in circumstances is significant and/or is non-compliant with an environmental auditor's appointment conditions, the Authority may review an appointment. Alternatively, the Authority may note that the change does not affect the environmental auditor's appointment. The Authority will then advise the environmental auditor of the assessment result.

Where the Authority advises the environmental auditor that the notified changes are not acceptable and will result in non-compliance with the environmental auditor's appointment conditions, the environmental auditor should either withdraw the changes or make further changes for re-assessment by EPA.

9.2 Environmental auditor's responsibilities – Annual auditor statements

By 30 September each year, environmental auditors are to submit to the Authority an Annual Auditor Statement detailing their work carried out in the previous financial year, which may be used as evidence of contribution to the Victorian Community – through the Environmental Audit System. This statement should also include professional development activities and any required self-assessment of compliance. The Annual Auditor Statement is to be completed on the form provided to environmental auditors. The Authority uses the information contained in Annual Auditor Statements to assist with the ongoing development of the environmental audit system and to supplement the review of environmental auditors' reappointment applications.

10. Environmental auditor - conduct

It is an expectation of the Authority that environmental auditors will carry out a sufficient number of environmental audits, or preliminary risk screen assessments, to justify continued appointment as an environmental auditor. An Environmental auditor is expected to adhere to all statutory timeframes, for example the prescribed timeframe in relation to reappointment applications.

An environmental auditor, when carrying out any function under the Act or any other Act, is not to:

- (i) provide false or misleading information to the Authority in an application for appointment or reappointment;
- (ii) issue an environmental audit statement that is false or misleading;
- (iii) issue a preliminary risk screen assessment statement that is false or misleading;
- (iv) issue any other document that is false or misleading;
- (v) issue an environmental audit statement without first preparing an environmental audit report;
- (vi) issue a preliminary risk screen assessment statement without first preparing a preliminary risk screen assessment report.

An environmental auditor must:

- (vii) notify the Authority within five business days of receiving a request to conduct an

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environmental audit;¹⁵

- (viii) before conducting an environmental audit, submit a proposed scope of the audit to the Authority, refer to EPA publication (2041) Guidelines for conducting environmental audits;¹⁶
- (ix) provide the Authority (and, if the environmental audit relates to a risk of harm to human health or the environment from contaminated land or potentially contaminated land or if required by the Authority: the relevant planning authority and responsible authority within the meaning of the *Planning and Environment Act 1987*), with a copy of the environmental audit report and environmental audit statement within five business days of completion¹⁷;
- (x) provide the Authority and the relevant planning authority and responsible authority within the meaning of the *Planning and Environment Act 1987* with a copy of the preliminary risk screen assessment statement and the preliminary risk screen assessment report within 5 business days of completion¹⁸.

In addition, an environmental auditor is to:

- (xi) employ assessment methods and approaches consistent with good practice for environmental auditing;
- (xii) exercise due care, diligence and professional judgment, to the standard which may be reasonably expected of qualified and experienced environmental professionals who are performing duties conferred upon them by the Act or any other Act, such as occupational health and safety;
- (xiii) conduct environmental audits and other statutory works pursuant to the Act or any other Act in accordance with the guidelines for environmental auditors (s203 of the Act), other guidelines approved by the Authority or by other government agencies;
- (xiv) act always in a professional manner, upholding the independence and integrity of the environmental audit system;
- (xv) offer services only in areas of their competence and only perform environmental audits and exercise powers that are relevant to the category/ies of environmental audit to which their appointment relates;
- (xvi) utilise an expert support team in their respective fields of expertise in accordance with these guidelines;
- (xvii) ensure that any reports, statements or documents which they provide pursuant to the Act

¹⁵ Section 209 of the Act.

¹⁶ Section 208 of the Act.

¹⁷ Section 210 of the Act.

¹⁸ Section 205 of the Act.

or any other Act are an accurate record of soundly based observations and of logical deductions;

(xviii) continue to develop relevant knowledge, skills and expertise and actively assist and encourage those under their direction to do likewise.

An environmental auditor may use the title of 'Environmental Auditor (appointed pursuant to the Environment Protection Act 2017)' to sign environmental audit reports, environmental audit statements, and documents prepared carrying out functions pursuant to the Act or any other Acts and in marketing material or project proposals. An environmental auditor is not to use that title to sign other documents.

Note: An environmental auditor appointed pursuant to Part 8.3 of the Act who undertakes an environmental audit in a jurisdiction other than Victoria should make themselves familiar with the relevant legislation, regulations, and guidelines in that jurisdiction(s). The Authority may consider environmental audit work performed in another jurisdiction in any future reappointment assessment of an environmental auditor.

10.1 Independence of the environmental auditor

An environmental auditor in carrying out any function under the Act or any other Act must be able to demonstrate a sufficient level of independence from their client to satisfy a reasonable person that the outcome of their work, including environmental audits and preliminary risk screen assessments, will not be influenced by the relationship with the client or potential benefits to the environmental auditor or the company for which they work. The environmental auditor must also consider the independence of any expert support team member(s) relied on when carrying out any function under the Act.

The Authority expects environmental auditors to avoid any situation in which they (or their employer) have entered into any agreement or arrangement that may be reasonably perceived to constitute a conflict of interest.

An environmental auditor should not act as an advocate for the site or activity being audited.

An environmental auditor is expected to be able to demonstrate a professional detachment from the subject of their work, in particular environmental audits, and preliminary risk screen assessments.

When undertaking a preliminary risk screen assessment or an environmental audit as an environmental auditor, if the following circumstances apply there may be grounds for EPA to assess and implement suspension and/or revocation of appointment:

- The environmental auditor is an associate of the person who is undertaking the activity or who owns or occupies any part of the site that is the subject of the environmental audit, or preliminary risk screen assessment.
- The environmental auditor has a direct or indirect pecuniary or personal interest in any part of the activity or the site that is the subject of the environmental audit, or the preliminary risk screen assessment.
- The environmental audit or the preliminary risk screen assessment conducted by the environmental auditor involves the environmental auditor reviewing any aspect of work

previously carried out by the environmental auditor or an associate of the environmental auditor or a statement or report previously prepared by the environmental auditor or an associate of the environmental auditor.

An 'associate' of the environmental auditor is a person who the environmental auditor is closely connected with including, but not limited to, colleagues at work, partners in business, friends, and family.

It is the responsibility of the environmental auditor to ensure that they maintain their own professional independence.

In addition to the above, further circumstances where a perceived or actual conflict of interest may arise, specific additional guidance may be provided; for example, EPA publication (1323) landfill licensing includes discussion and expectations in addition to the above, in relation to multiple expected environmental auditor functions.

The environmental auditor may seek EPA guidance when it is considered unclear if their current circumstances may be reasonably perceived to constitute a conflict of interest.

10.2 Imminent state of danger

Some contaminants can pose imminent or immediate risks of harm due to their toxicity, pathogenicity, flammability, or explosivity, particularly when present at higher concentrations.

In these instances, it may not be appropriate to follow the Preliminary Site Investigation, Detailed Site Investigation and risk assessment process to fully characterise the issue before taking action. Instead, an 'outside-in' approach should be taken, where impacted receptors are identified and actions to mitigate exposure are prioritised.

Section 216 of the Act requires environmental auditors when carrying out any function under the Act or any other Act to notify the Authority of an imminent state of danger to human health or the environment from pollution and waste as soon as practicable after becoming aware.

The above requirement also relates to any circumstance, which if not addressed, are likely to become an imminent state of danger to human health or the environment from pollution or waste.

See EPA's information on responding to EPA's emergency and urgent situations:

<https://www.epa.vic.gov.au/about-epa/what-we-do/emergency-information-and-support>

Determining whether an imminent state of danger exists is likely to require the environmental auditor to exercise their professional judgment.

The Authority may, however, provide specific guidance to environmental auditors when requested.

Examples of circumstances that may indicate an imminent state of danger could include (but are not limited to):

- Pathogenic materials and waste, dangerous goods, radioactive substances, unexploded ordinance in an uncontrolled state that may be accessible;
- Highly flammable or explosive substances in vapour or soils in accessible scenarios that may result in fire or explosion e.g., methane above the lower explosive limit;

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- Groundwater or surface water where it is known to be abstracted for drinking water purposes and/or reports of contaminant concentrations at levels that could pose an acute health risk;
- Contamination in drinking water service lines that may ingress into water supply, particularly where it has corrosive properties, or acute toxicity;
- Vapour intrusion leading to indoor air concentrations above levels that could pose an acute health risk;
- Occupants or users of the impacted area have reported ill health associated with the contamination;
- Absence of adequate spill containment (for example, bunding) beneath bulk liquid storage vessels in the immediate proximity of waters (including a stormwater drain), where there is a potential to cause a discharge that may have toxic impacts on aquatic life (for example, fish kills or similar impacts), or an impact on human health;
- Discharge (or a high risk of discharge) of any substance, including polluted groundwater, to surface waters at concentrations that may have toxic impacts on aquatic life (e.g., fish kills), or potential impacts on human health;
- Friable asbestos in an uncontrolled environment, such that there is a significant risk that asbestos fibres may be released to the air environment and present a risk to people either on-site or off-site.

If an environmental auditor considers an event to constitute an imminent state of danger, they should immediately inform EPA's 24-hour Pollution Watch Line (1300 EPA VIC or 1300 372 842) and as necessary Emergency services (000).

Environmental auditors will need to provide details of the situation that is or may result in an imminent state of danger at the time of this call. They will receive a follow up email acknowledging their call and requesting further information in writing on the notification situation.

This further information should include (as a minimum):

- The time and date that the imminent state of danger was identified and the location of the site.
- Details regarding the imminent state of danger.
- Recommended actions including time frames.
- Circumstances in which the imminent state of danger occurred, including the function the environmental auditor was performing at the time the environmental auditor was aware of this state.

The environmental auditor needs to provide this further information in an email to the Authority, copying this email to the EPA State Duty Officer and the Manager Environmental Audit (reply email addresses will be provided in the response provided by the Authority).

This requirement for environmental auditors to notify EPA also applies in relation to transitioned audits which are continuing to be conducted under the Old Act after 1 July 2021, due to the operation of section 478(3)(b) in Part 16.4 of the New Act.

10.3 Duty to notify of contaminated land

Section 40 of the Act outlines the duty to notify of contaminated land. This duty applies to a person in control or management of land that has been contaminated by notifiable contamination. Whilst the environmental auditor is an independent party and would not be in control of management of the audit site EPA expect that an environmental auditor would be familiar with the contaminated land duties. EPA considers it appropriate for the environmental auditor to advise the person in control or management of the land they are auditing if notifiable contamination is discovered as part of any function undertaken by the environmental auditor under the Act. Environmental auditors are expected to understand Section 40 of the Act, Section 13 of the Regulations, and Notifiable contamination guideline: Duty to notify of contaminated land (EPA publication 2008) and assessing and controlling contaminated land risks: A guide to meeting the duty to manage for those in management or control of land (EPA publication 1977).

11. Quality assurance program

The Authority conducts a quality assurance program to ensure that environmental audits, environmental audit statements, preliminary risk screen assessments, preliminary risk screen assessment statements and other functions undertaken by appointed environmental auditors such as environmental audit scopes and verifications, are completed in accordance with the relevant sections of the Act or any other Act and with guidelines published by the Authority or by other government agencies.

11.1 Compliance with the Act

Environmental audit statements and accompanying environmental audit reports provided under part 8.3 of the Act, and preliminary risk screen assessment statements and preliminary risk screen assessment reports provided under part 8.3 of the Act may be examined by EPA to assess compliance with the Act.

In addition, the quality assurance program may include an assessment of a sample of statements of environmental audit, certificates of environmental audit and environmental audit reports provided to EPA under transition clauses in the Act (further information about transitioned audits is available in *Transition guidance for environmental auditors* (EPA publication 1978)).

EPA may seek an explanation from the environmental auditor when documentation submitted to EPA does not appear to comply with the relevant legislation or appears to contain an error or inconsistency.

11.2 Compliance with guidelines

The quality assurance program may include an assessment of samples of documentation received by the Authority for compliance with the most recent version of:

- EPA publication (2022) Environmental auditor guidelines – Provision of statements and reports for environmental audits and preliminary risk screen assessments
- EPA publication (2041) Guidelines for conducting environmental audits
- EPA publication (2001) Guidance for the cleanup and management of contaminated groundwater
- EPA publication (2021) Guideline for conduct of preliminary risk screen assessments

- other relevant guidelines that may be published by the Authority from time to time.

Documents submitted by environmental auditors may be assessed for compliance with relevant guidelines and may be selected for targeted detailed assessment:

- following identification of a potential issue by EPA during the initial processing of an environmental audit report or related documentation, or preliminary risk screen assessment report or related documentation;
- where the Authority has been notified of relevant concerns or issues (via one or more complaints or other means) about the environmental auditor's work, documents produced or other relevant factors in accordance with section 12 of these guidelines; or
- by other means including random selection.

This assessment may include a desktop review of the relevant documentation submitted, a review of the procedures used in preparing the relevant document or verification of the conclusions of the assessment on which the relevant document is based.

The quality assurance program may include conducting a verification of the environmental status of a site subject to environmental audit.

If the Authority considers that the environmental audit documentation or preliminary risk screen assessment documentation does not comply with relevant guidelines, the environmental auditor will be contacted to provide an explanation, and further action may be taken.

11.3 Performance in statutory works under other acts

The Authority maintains channels of communication with the relevant government agencies to enable the Authority to be notified of any issues regarding an environmental auditor's conduct and performance in carrying out their statutory functions under any other Act.

The Authority will investigate any relevant notified issues. The Authority may require the environmental auditor to clarify or explain the issue or to provide copies of relevant documents for assessment. If the environmental auditor's response fails to address the issue to the satisfaction of the Authority, the Authority may commence a review of appointment in accordance with section 12 of these guidelines.

12. Complaints and environmental auditor appointment reviews

Where the Authority receives a complaint about the conduct of an environmental auditor, the Authority will take steps to:

- (i) Thoroughly review the complaint and if needed seek further information from the complainant
- (ii) Notify the environmental auditor that a complaint has been received
- (iii) where the Authority believes that there are insufficient grounds to warrant an investigation, inform the complainant and the environmental auditor that no further action will be taken and the reasons for that decision
- (iv) where the Authority believes that there are grounds to warrant an investigation, notify the environmental auditor that an investigation has commenced and invite a submission from the environmental auditor to respond to the allegations

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- (v) prepare an assessment of the complaint taking into consideration any submissions received in relation to the complaint
- (vi) make recommendation(s) regarding the complaint, including any recommended further action (if applicable)
- (vii) make a decision in relation to the complaint
- (viii) reply to all parties outlining the outcome of the investigation

The Authority will seek to resolve complaints within three months of initially receiving them. The Authority's decision in relation to the complaint will be communicated to both the environmental auditor and the complainant.

In the event of a significant complaint, breach of EPA guidelines, the Act, the Regulations or one or more conditions of appointment, the Authority may consider the appointment of the environmental auditor in accordance with section 200 of the Act (which provides for EPA's revocation or suspension of an environmental auditor).

Where the Authority receives notification or otherwise becomes aware of criminal action, such as corruption, the Authority may instigate a criminal investigation without undertaking the complaint or review process in accordance with sections 12 of these guidelines.

12.1 Overview of review(s) processes

The following provides an overview of the processes undertaken by the Authority to review environmental auditor appointments in the context of section 200 of the Act (revocation or suspension of appointment of environmental auditors).

EPA may conduct an investigation to determine whether a substantiated complaint has been made or further information is needed to determine issues that EPA becomes aware of in relation to an environmental auditor. The investigation may involve EPA seeking to obtain the views of relevant parties, including the environmental auditor. The Authority will notify the environmental auditor and other relevant parties (including any complainants) in writing of its intention to undertake an investigation and the reasons for it.

If an investigation indicates that a substantive issue is present, further action may be taken. The Authority will review all the available information about the complaint or issue, including any extenuating circumstances, and assess the information against the factors referred to in section 200 of the Act. The Authority will notify an environmental auditor in writing of its intention to, and reasons for, initiating this assessment.

The Authority will seek to notify the environmental auditor in writing of the outcome of this process.

Where the review identifies that an offence may have been committed by an environmental auditor under the Act, enforcement action may be taken in accordance with EPA's Compliance and Enforcement Policy (EPA Publication 1388).

Contact details and further information

For further information please contact:

EPA's Environmental Audit Unit

environmental.audit@epa.vic.gov.au

EPA Customer Service

Level 3, 200 Victoria Street

Carlton, Victoria 3053

1300 EPA VIC

1300 372 842

EPA website

www.epa.vic.gov.au

Schedule A – Contaminated Land Category

A.1 Specific assessment criteria

This section details the specific criteria that will be used to assess applicants for appointment to the Contaminated Land Category of environmental auditor. These criteria are additional to the general criteria detailed in section 4 of these guidelines.

A.1.1 The applicant must be able to demonstrate extensive experience and a high level of expertise in all the following core competencies:

- (i) assessment of contaminant exposure pathways
- (ii) contaminated site assessment and remediation including management
- (iii) evaluation and interpretation of chemical and analytical data
- (iv) soil sampling design and methodology
- (v) soil gas sampling design and methodology
- (vi) groundwater sampling design and methodology
- (vii) identification of potential human health and environmental risks
- (viii) quality control/assurance procedures
- (ix) risk communication.

A.1.2 The applicant must be able to demonstrate his or her expertise in, or access to relevant expertise in:

- (i) air quality
- (ii) assessment of impacts on groundwater from contaminated sites
- (iii) contaminant fate and transport
- (iv) environmental chemistry
- (v) environmental risk assessment
- (vi) environmental toxicology
- (vii) geology
- (viii) human health and ecological risk assessment relating to contamination
- (ix) human toxicology
- (x) hydrogeology
- (xi) identification of contaminants of concern from past industrial land uses
- (xii) remedial technologies and geotechnology
- (xiii) soil science
- (xiv) sampling and interpretation of analytical data for a variety of media
- (xv) statutory and environmental planning.

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Note: Nominated experts will make up the environmental auditor's expert support team. Further guidance on capabilities of experts is provided in Appendix One.

A.1.3 In addition to the EP Act 2017, the Regulations, the environmental reference standard, and guidelines issued under S203 of the EP Act 2017, the applicant must be able to demonstrate an understanding of:

National Environment Protection (Assessment of Site Contamination) Measure 1999, as amended from time to time.

A.1.4 An applicant's experience in contaminated sites work must be broadly based in terms of:

- (i) the scale of work undertaken
- (ii) the range of contaminants encountered

and

- (iii) the scope of work performed.

A.1.5 The following will be regarded highly:

- (i) experience in assessment and management of major environmental issues involving complex sampling design

and

- (ii) experience in chemical or hydrogeological data collection and interpretation.

Schedule B – Industrial Facilities Category

B.1 Specific assessment criteria

This section details the specific criteria that will be used to assess applicants for appointment to the Industrial Facilities Category of environmental auditor. These criteria are additional to the general criteria detailed in section 4 of these guidelines.

B.1.1 The applicant must be able to demonstrate extensive experience and a high level of expertise in all the following core competencies:

- (i) industrial processes
- (ii) industrial waste management and waste minimisation strategies
- (iii) environmental management systems.

B.1.2 In addition, the applicant must demonstrate experience and expertise in at least two of the following areas and demonstrate access to expertise in all other areas:

- (i) air quality
- (ii) corporate/governance environmental performance and reporting
- (iii) energy auditing.
- (iv) environmental chemistry
- (v) environmental risk assessment
- (vi) freshwater science

- (vii) human health and ecological risk assessment
- (viii) hydrogeology
- (ix) marine water science
- (x) noise
- (xi) pollution control equipment and strategies
- (xii) sampling and interpretation of analytical data for a variety of media
- (xiii) soil science
- (xiv) statutory and environmental planning

Note: Nominated experts will make up the environmental auditor's expert support team. Further guidance on capabilities of experts is provided in Appendix One.

B.1.3 The applicant must be able to demonstrate an understanding of:

- (i) Environmental Management Systems – Requirements with Guidance for Use (AS/NZS ISO 14001: 2015)
- (ii) Guidelines for Quality and/or Environmental Management Systems Auditing (AS/NZS ISO 19011: 2019).

Schedule C – Natural Resources Category

C.1 Specific assessment criteria

This section details the specific criteria that will be used to assess applicants for appointment to the Natural Resources Category of environmental auditor. These criteria are additional to the general criteria detailed in section 4 of these guidelines.

C.1.1 The applicant must be able to demonstrate extensive experience and a broad level of knowledge in all the following core areas:

- (i) legal and institutional frameworks, including codes of practice, used in the management of Victoria's natural resources (for example water, land and ecosystems)
- (ii) environmental management; practices, processes, planning and systems
- (iii) composition, maintenance and protection of Victoria's biodiversity
- (iv) sampling and interpretation of analytical data for relevant environmental applications
- (v) natural events and land and water uses and their potential impacts on natural resource and ecosystem condition and processes.

C.1.2 The applicant must demonstrate his or her expertise in, or access to expertise in:

- (i) aquatic ecology
- (ii) environmental chemistry
- (iii) environmental modelling
- (iv) fluvial geomorphology
- (v) freshwater science

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- (vi) hydrogeology
- (vii) marine water science
- (viii) soil science
- (ix) terrestrial ecology.

Note: Nominated experts will make up the environmental auditor's expert support team. Further guidance on capabilities of experts is provided in Appendix One.

Appendix One – Area of expertise categories and descriptions

Area of expertise categories

Environmental audits require the use of experts in particularly areas of expertise. An expert is a person with extensive knowledge or ability based on experience or qualification on a particular area of study or area of expertise.

Table 1A below outlines the required area of expertise for different audit types. Table 1B provides a guide to the nature and extent of experience required to be demonstrated under each required area of expertise.

Table 1A – Audit type and required area of expertise

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Auditor Category	Required area of expertise
Contaminated Land	<ul style="list-style-type: none"> • air quality • assessment of impacts on groundwater from contaminated sites or industrial facilities • contaminant fate and transport • environmental chemistry • environmental toxicology • geology • human health and ecological risk assessment • human toxicology • hydrogeology • identification of contaminants of concern from past industrial land uses • remedial technologies and geotechnology • sampling and interpretation of analytical data for a variety of media • soil science • statutory and environmental planning
Industrial Facilities	<ul style="list-style-type: none"> • air quality • assessment of impacts on groundwater from contaminated sites or industrial facilities • corporate/governance environmental performance and reporting • energy auditing • environmental chemistry • freshwater science • human health and ecological risk assessment • hydrogeology • marine water science • noise • pollution control equipment and strategies • sampling and interpretation of analytical data for a variety of media • soil science • statutory and environmental planning

Natural Resources	<ul style="list-style-type: none">• aquatic ecology• environmental chemistry• environmental modelling• fluvial geomorphology• freshwater science• hydrogeology• marine water science• soil science• terrestrial ecology
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Table 1B – Descriptions of expertise and experience

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Air quality</p> <p>Ability to assess pollution sources and their impacts to air quality.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sections of Environment Reference Standard 2021, NEPM (Air Toxics), and relevant EPA guidelines. • Assessment of pollution sources and the impacts to air quality, air sampling design and methodology, and air modelling. • Assessment of gas, volatile emissions and dust relating to contamination. <p>Desirable experience</p> <p>Applicant should be able to demonstrate experience in one or more of the following:</p> <ul style="list-style-type: none"> • Air emissions (sources, monitoring, modelling). • Human health risk assessment due to air toxics, carcinogens, PM10, 2.5, 7.5, etc. • Air sheds (meteorological effects, pollution formation, fate and transport etc.), etc). • Air pollution management, controls and mitigation • Greenhouse (Energy). • Chemicals (vapour pressures, volatility). • Amenity (odours, dust). 	<p>Engineering (Chemical, Environmental)</p> <p>Science/Applied Science (Chemistry, Biochemistry, Environment, Physics)</p>	<p>Air & Waste Management Association (USA)</p> <p>Clean Air Society Australia and New Zealand (CASANZ)</p> <p>Royal Meteorological Society</p>

<p>Aquatic ecology</p> <p>Ability to understand the physical, chemical and biological assessments of aquatic ecosystems.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sections of Environment Reference Standard 2021 and relevant guidelines including the national water quality guidelines. • Physical, chemical and biological assessments of aquatic ecosystems. • Population and community dynamics and understanding the effects of changes in water quality and habitat on aquatic food webs and in-stream fauna. • Understanding biogeochemical function (such as transport and cycling of nutrients) and food webs. • Implications of land use on the aquatic ecosystem. • Improving the methods for managing aquatic systems through land and river management. • Assessment of pollution sources and the impact assessment to water quality and ecosystems, sampling design and standard methods. <p>Desirable experience</p> <ul style="list-style-type: none"> • Freshwater /marine water impact assessment, sampling design and methodology and modelling. • Water chemistry. • Freshwater/ marine ecological processes. • Biological assessments. 	<p>Engineering (Environmental)</p> <p>Science/Applied Science (Chemistry, Biochemistry, Biology, Ecology, Environment)</p> <p>Environmental Science</p>	<p>Association for Environmental Hydrology</p> <p>Australian Society for Limnology</p> <p>Australian Marine Sciences Association</p> <p>Ecological society of Australia</p>
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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<ul style="list-style-type: none"> • Environmental flows and hydrology. • Understanding of chemical behaviours in the subsurface. • Experience in assessing fate and transport of contaminants. • Understanding of emerging contaminants. 		
<p>Assessment of impacts on groundwater from contaminated sites or industrial facilities</p> <p>Ability to assess contaminated sites and extend investigation/interpretation to potential groundwater contamination.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Broad experience with contaminated sites including those with a wide range of previous uses i.e. industrial, petroleum industry, greenfield, etc. • Understanding of soil/groundwater interaction. • Understanding of well installation, well construction, groundwater gauging and sampling. <p>Desirable experience</p> <ul style="list-style-type: none"> • Understanding of chemical behaviours in the subsurface. • Experience in assessing fate and transport of contaminants (including modelling). • Understanding of emerging contaminants. 	<p>Engineering (Geological, Chemical, Environmental)</p> <p>Science/Applied Science (Chemistry, Geology, Geography, Environmental Science)</p>	<p>Australian Contaminated Land Consultants Association (ACLCA)</p> <p>Australian Land and Groundwater Association (ALGA)</p> <p>Certified Environmental Practitioner</p> <p>Certified Practising Engineer</p> <p>International Association of Hydrogeologists (IAH)</p>

Environmental auditor guidelines for appointment and conduct

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Contaminant fate and transport</p> <p>Ability to assess the impact posed by activities or contaminants identified onto human health and the environment through contaminant transport and exposure pathways assessment to all segments of the environment.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Extensive experience in the assessment and management of contaminated land and groundwater in the context of a contaminated land assessment/audit. • Experience in multiple contaminant types, assessment methodologies (refer to next point), geology and hydrogeology. • Experience in soil, groundwater, surface water and soil vapour sampling design and methodology. • Broad understanding in the areas of environmental chemistry, soil science, hydrogeology, human health and ecological risk assessment (as noted above). 	<p>Science/ Applied Science (Environmental Toxicology, Toxicology, Biochemistry or related discipline)</p>	<p>Association for Environmental Hydrology</p> <p>Australian Society Soil Science Incorporated (ASSSI)</p> <p>International Association of Hydrogeologists (IAH)</p> <p>National Groundwater Association</p> <p>Society of Environmental Toxicology and Chemistry (SETAC)</p>

Environmental auditor guidelines for appointment and conduct

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Corporation/ governance environmental performance and reporting</p> <p>Ability to prepare, audit or verify environmental performance reports.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Preparation and/or auditing/verification of environmental performance reports for a range of companies, organisations, statutory bodies and government departments and agencies. • Detailed understanding of environmental reporting or environmental performance evaluation standards such as ISO 14001, ISO 14031, etc. <p>Desirable experience</p> <ul style="list-style-type: none"> • Sustainability reporting. • Triple Bottom Line (i.e. environment, economic and social performance) reporting. 	<p>Engineering (Chemical, Civil, Mechanical, Environmental)</p> <p>Science/Applied Science (Chemistry, Environment)</p>	<p>Engineers Australia</p> <p>Institute of Chemical Engineers</p>
<p>Energy auditing</p> <p>Ability to undertake energy use assessment and development of energy management systems.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • AGO Greenhouse challenge verification, AS/NZS 3598 Energy audits. • Energy use assessments and development of energy management systems. • Detailed understanding of the Energy Efficiency Opportunities (EEO) program and EREP. • Energy and carbon emissions management programs. • Renewable and sustainable energy technologies. 	<p>Engineering (Chemical, Civil, Mechanical, Environmental, and Electrical)</p> <p>Science/Applied Science (Chemistry, Environment)</p>	<p>AIRAH Registered Energy Auditor</p> <p>Engineers Australia</p> <p>Institution of Chemical Engineers</p>

Environmental auditor guidelines for appointment and conduct

<p>Environmental chemistry</p> <p>Ability to develop and implement analytical sampling programs for the purposes of environmental site assessments.</p> <p>Review and interpretation of held analytical laboratory data.</p> <p>Fate and transport of chemicals in the environment and chemical speciation.</p> <p>Demonstrated experience in at least two pollution emissions such as air, water, noise, soil, groundwater.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sampling and testing guidelines (chemical and biological). • Design and conduct of sampling and testing. • Fate and transport of chemicals in the environment. • Chemical speciation in the environment. • Data interpretation including quality assurance and quality control, statistical analysis of data, etc. • Multiple contaminant types and assessment methodologies. <p>Desirable experience</p> <ul style="list-style-type: none"> • Identification and management of pollution inputs (for example, industrial wastewater, stormwater, soil wastes and sludge). 	<p>Engineering (Chemical, Environmental)</p> <p>Science/Applied Science (Environment, chemistry or related discipline)</p>	<p>American Society for Testing and Materials</p> <p>Association of Professional Engineers, Scientists and Managers</p> <p>Clean Air Society of Australia and New Zealand</p> <p>Royal Australian Chemical Institute (RACI)</p> <p>Society of Environmental Toxicology and Chemistry (SETAC)</p>
	<p>Mandatory experience</p>		

Environmental auditor guidelines for appointment and conduct

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Environmental modelling</p> <p>Ability to use environmental modelling to assess impacts.</p>	<p>Detailed understanding of one or more of the following:</p> <ul style="list-style-type: none"> • Ecological and hydrological modelling. • Statistical and mathematical modelling of ecological data. • Experimental and survey design. • Water quality, quantity, climate change, marine waters (for example, effects of waves, tides on effluent discharge). • Ecological risk, population viability and habitat modelling. 	<p>Engineering (Environmental)</p> <p>Science/Applied Science (Mathematics, Chemistry, Biochemistry, Biology, Ecology, Environment)</p>	<p>Environment Institute of Australia and New Zealand (EIANZ)</p>

Environmental auditor guidelines for appointment and conduct

<p>Environmental toxicology</p> <p>Ability to assess ecological hazards posed by various chemicals in the environment to enable an assessment of risk to the environment.</p>	<p>Mandatory experience</p> <p>Toxicology</p> <ul style="list-style-type: none"> • Experience in the evaluation of toxicology data and dose-response information. • Extensive experience in assessing the ecological hazards posed by various chemicals, and identification of gaps in the science regarding a particular chemical. <p>Ecological Risk Assessment</p> <p>Extensive experience in the application of risk-based approach for assessment and management of contaminated sites, including the following:</p> <ul style="list-style-type: none"> • Conduct of ecological risk assessment in the context of a contaminated land assessment/audit. • Understanding of relevant guidance documents ecological risk assessment (for example, NEPM and enHealth, as well as international publications). • Interpretation of findings from complex environmental investigations and ability to provide recommendations for further investigations. • Conduct of exposure assessment including the use of computational approaches and modeling for multi-pathway exposure. • Conduct of characterisation or interpretation of site-specific risk profiles. • Derivation of site-specific risk-based criteria for 	<p>Science/ Applied Science (Environmental Toxicology, Toxicology, Biochemistry or related discipline)</p>	<p>Australian College of Toxicology and Risk Assessment (ACTRA) (Registration of)</p> <p>Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists</p> <p>Society of Environmental Toxicology and Chemistry (SETAC)</p>
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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<p>contaminants in various media (i.e. soil, groundwater, soil gas).</p> <ul style="list-style-type: none"> • Experience in multiple contaminant types and geological/hydrogeological settings are highly preferable. • Ability to construct or evaluate detailed or complex risk assessment models (for example, fate and transport, vapour intrusion, etc). • Detailed understanding of exposure routes and pathways with respect to the derivation of site-specific guidelines values. • Impacts of soil contamination on plants. • Impacts of soil and groundwater contamination on surface water. 		

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Fluvial geomorphology</p> <p>Ability to undertake investigations of fluvial environments and an understanding of hydrology.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Fluvial investigations. • Fluvial geomorphology and hydrology of streams. <p>Desirable experience</p> <ul style="list-style-type: none"> • River investigation and catchment management. • Catchment and stream hydrology – sediment/nutrient (catchment sediment budgets). • River rehabilitation strategies and stream health/condition. • Water resource modelling and assessment. • Lake and wetland hydrology and management. • River management including environmental flows. 	<p>Science/ Applied Science (Soil science, Agriculture, Environment or related discipline)</p>	<p>Australian Institute of Agricultural Science and Technology</p> <p>Australian Society of Soil Science Incorporated (ASSSI)</p> <p>River Basin Management Society</p>

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Freshwater science</p> <p>Ability to assess pollution sources and their impacts to surface water (biological and chemical).</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sections of Environment Reference Standard 2021, ANZECC guidelines, NEPM and relevant EPA guidelines. • Assessment of pollution sources and the impact (biological/chemical) to surface water quality, surface water sampling design and methodology. • Freshwater ecology and ecological processes. <p>Desirable experience</p> <p>Applicant should be able to demonstrate experience in one or more of the following:</p> <ul style="list-style-type: none"> • Water chemistry including fate and behaviour of contaminants. • Aquatic ecology, using both fish water quality and macro-invertebrates as indicators of river health or condition • Biological risk assessments. • Ecological risk assessments. • Environmental flows and hydrology modelling. 	<p>Engineering (Chemical, Environmental).</p> <p>Science/Applied Science (Chemistry, Biochemistry, Biology, Ecology, Environment).</p>	<p>AUSRIVAS Bioassessment Vic Accreditation</p> <p>Australian Chapter of the Society for Risk Analysis</p> <p>Australian Society for Limnology</p> <p>Available Courses</p> <p>USFWS NCTC</p>

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Geology</p> <p>Ability to assess the geology of a site with respect to potential for contamination and the migration of contamination through both the regolith and underlying rock.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Extensive experience of geology investigations for the purposes of environmental assessment (geotechnical experience would also be considered beneficial). • Extensive experience of the geology in the Victorian region. • Understanding of geochemistry. • Understanding of rock degradation / regolith development. • Understanding of structural geology. <p>Desirable experience</p> <ul style="list-style-type: none"> • Experience in contaminated land investigations. • Experience in hydrological investigations. • Understanding / experience of geophysical techniques and outcomes. 	<p>Science/Applied Science (Geology, Engineering Geology, Earth Science)</p> <p>Engineering (Geological, Environmental)</p>	<p>Australian Contaminated Land Consultants Association (ACLCA)</p> <p>Australian Institute of Geologists</p> <p>Australian Land and Groundwater Association (ALGA)</p>

Environmental auditor guidelines for appointment and conduct

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Human health and ecological risk assessment</p> <p>Ability to assess the impact posed by activities or contaminants identified on human health and the environment through contaminant transport and exposure pathways assessment to all segments of the environment.</p> <p>The ability to identify mitigation and management measures to address risks identified.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant guideline documents such as AS/NZS ISO 31000:2018 (Risk Management). ISO 1400 Series, EMS, etc. • Application of risk assessment methodologies (HAZOP, BOWTIE, HACCP) to assess environmental risks. • Human health risk assessment. • Extensive experience in the assessment and management of contaminated land and groundwater in the context of a contaminated land assessment/audit. • Experience in multiple contaminant types, assessment methodologies (refer to next point), geology and hydrogeology. • Experience in soil, groundwater, surface water and soil vapour sampling design and methodology. • Broad understanding in the areas of environmental chemistry, soil science, hydrogeology, human health and ecological risk assessment (as noted above). 	<p>Engineering (Chemical, Environmental)</p> <p>Science/Applied Science (Agriculture, Chemistry, Biochemistry, Environment, Risk Assessment, Hydrogeology and Geology, Environmental Toxicology, Toxicology, Biochemistry or related discipline)</p>	<p>America Public Health Association</p> <p>Australian College of Toxicology and Risk Assessment (ACTRA) (Registration of)</p> <p>Society for Risk Analysis</p> <p>Society of Environmental Toxicology and Chemistry (SETAC)</p>

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<p>Human toxicology</p> <p>Ability to assess health hazards posed by various chemicals in the environment to enable an assessment of risk to human health.</p>	<p>Mandatory experience</p> <p>Toxicology</p> <ul style="list-style-type: none"> • Experience in the evaluation of toxicology data and dose-response information. • Extensive experience in assessing the health hazards posed by various chemicals, and identification of gaps in the science regarding a particular chemical. <p>Health Risk Assessment</p> <p>Extensive experience in the application of risk-based approach for assessment and management of contaminated sites, including the following:</p> <ul style="list-style-type: none"> • Conduct of human health risk assessment in the context of a contaminated land assessment/audit. • Understanding of relevant guidance documents for human health risk assessment (for example, NEPM and enHealth, as well as international publications). • Interpretation of findings from complex environmental investigations and ability to provide recommendations for further investigations. • Conduct of exposure assessment including the use of computational approaches and 	<p>Science/ Applied Science (Toxicology, Biochemistry or related discipline)</p>	<p>Australian College of Toxicology and Risk Assessment (ACTRA) (Registration of)</p> <p>Society of Environmental Toxicology and Chemistry (SETAC)</p>
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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<p>modeling for multi-pathway exposure.</p> <ul style="list-style-type: none"> • Conduct of characterisation or interpretation of site-specific risk profiles. • Derivation of site-specific risk-based criteria for contaminants in various media (i.e. soil, groundwater, soil gas). • Experience in multiple contaminant types and geological/hydrogeological settings are highly preferable. • Ability to construct or evaluate detailed or complex risk assessment models (for example fate and transport, vapour intrusion, etc.). • Detailed understanding of exposure routes and pathways with respect to the derivation of site-specific guidelines values. 		

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<p>Hydrogeology</p> <p>Ability to investigate and assess groundwater properties, including well design and installation and sampling.</p> <p>Ability to develop detailed and complex conceptual hydrogeological models.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sections of Environment Reference Standard 2021, ANZECC guidelines, NEPM and relevant EPA guidelines. • Development of detailed and complex conceptual hydrogeological models. • Assessment and understanding of various aquifer parameters, properties and chemistry. • Quantification of aquifer hydraulic parameters, including hydraulic and pump testing and analysis. • Groundwater well design and installation (using multiple techniques). • Groundwater sampling (using multiple techniques). <p>Desirable experience</p> <ul style="list-style-type: none"> • Assessment and remediation of contaminated groundwater. • Multiple contaminant types and hydrogeological settings preferable. Less weight is given to salinity and resource-based experience (but some experience preferred). • Assessment of natural attenuation of petroleum hydrocarbons and chlorinated solvents. • Groundwater contaminant plume modelling (including fate and transport). 	<p>Science/ Applied Science (Hydrogeology, Geology or related discipline)</p>	<p>Association for Environmental Hydrology</p> <p>Australian Institute of Geoscientists</p> <p>Australian Land and Groundwater Association</p> <p>International Association of Hydrogeologists (IAH)</p> <p>National Groundwater Association</p>
	<p>Mandatory experience</p>		

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
Ability to identify contaminants of concern from past industrial land uses	<ul style="list-style-type: none"> • Extensive experience in contaminated land investigations involving soil and groundwater across a wide range of industrial activities. • Extensive experience in undertaking site historical assessments. <p>Desirable experience</p> <ul style="list-style-type: none"> • Knowledge in industrial plant processes and mechanisms. 	<p>Engineering (Chemical, Environmental)</p> <p>Science/Applied Science (Chemistry, Geology, Geography, Environmental Science)</p>	<p>Australian Contaminated Land Consultants Association (ACLCA)</p> <p>Australian Land and Groundwater Association (ALGA)</p> <p>Certified Environmental Practitioner</p> <p>Certified Practising Engineer</p> <p>Geological Society of Australia</p> <p>Institute of Chemical Engineers</p> <p>International Association of Hydrogeologists (IAH)</p>

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Marine water science</p> <p>Ability to assess pollution sources and their impacts to marine water (biological and chemical).</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sections of Environment Reference Standard 2021, ANZECC guidelines, and relevant EPA guidelines. • Assessment of pollution sources and the impact (biological / chemical) to marine water quality, marine sampling design and methodology and modelling. • Marine ecology and ecological processes. • Marine impact assessment, sampling design and methodology and modelling. <p>Desirable experience</p> <ul style="list-style-type: none"> • Water chemistry including fate and behaviour of contaminants. • Marine ecology and ecological processes. • Biological assessments. • Ecological risk assessment. 	<p>Engineering (Chemical, Environmental)</p> <p>Science/Applied Science (Chemistry, Biochemistry, Biology, Ecology, Ecotoxicology, Environment)</p>	<p>Australian Marine Sciences Association</p>

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Noise</p> <p>Ability to assess industrial noise impacts on residents, management and mitigation.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sections of Environment Reference Standard 2021 and relevant EPA guidelines • Assessment of environmental noise impact, not occupational noise assessments. • Noise measurement and modelling. • Noise management and mitigation. 	<p>Science/Applied Science (Acoustics, Physics)</p>	<p>Australian Acoustical Society (AAS)</p> <p>Delegate – Ass Aust Acoustical Consultants (AAAC)</p>

Environmental auditor guidelines for appointment and conduct

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Pollution control equipment and strategies</p> <p>Ability to understand the design, installation and/or operation of equipment and strategies used to control pollution to mitigate environmental risk</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Design, installation and/or operation of pollution prevention and pollution control equipment/strategies for at least two of the followings: air emissions, wastewater, groundwater, noise and solid waste. <p>Examples include:</p> <ul style="list-style-type: none"> •air pollution control systems (for example, scrubbers, bio-filters, bag filters, etc.) •wastewater treatment systems •pollution source reduction measures/technologies •landfill liners and leachate collection/treatment systems •acoustic insulation •engineered lagoon systems •waste minimisation, reduction and recovery technologies •soil and groundwater remediation equipment. <p>*Note: All these elements should be covered by combining the experts in this area.</p> <p>Desirable experience</p> <ul style="list-style-type: none"> • Multiple contaminant types, equipment and strategies. 	<p>Engineering (Chemical, Civil, Mechanical)</p> <p>Science/Applied Science (Chemistry, Environment)</p>	<p>American Institute of Chemical Engineering</p> <p>Engineers Australia</p> <p>Institution of Chemical Engineers</p>

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Remedial technologies and geotechnology</p> <p>Experience in remediation of contaminated land and groundwater including design, construction and performance monitoring.</p>	<p>Mandatory experience</p> <p>Remedial Technology</p> <ul style="list-style-type: none"> • Extensive experience in the remediation contaminated land and groundwater in the context of a contaminated land assessment/audit. • Experience in the design, construction and performance monitoring of remediation systems is preferred. • Experience in the remediation of multiple contaminant types, remediation methodologies, geology and hydrogeology. <p>Geotechnology</p> <ul style="list-style-type: none"> • Geotechnology is the application of scientific methods and engineering techniques to the exploitation and use of natural resources and is the science and engineering of rock soil and the fluids they contain. • An expert in this area should be able to demonstrate how the application of geotechnology principles has been considered in the design and operation of remediation systems. 	<p>Engineering (Chemical, Civil, Mechanical, Geological)</p> <p>Science/Applied Science (Chemistry, Environment, Hydrogeology, Geology)</p>	<p>Engineers Australia</p> <p>Institution of Chemical Engineers</p> <p>International Association of Hydrogeologists (IAH)</p>

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Sampling and interpretation of analytical data for a variety of media</p> <p>Detailed understanding of relevant sampling and testing guidelines.</p> <p>Design and conduct of sampling and testing and data interpretation.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Detailed understanding of relevant sampling and testing guidelines for at least three of the followings: soil, sediment, groundwater, surface water, marine water, soil vapour, air (including odour), noise.* • Design and conduct of sampling and testing for at least three of the followings: soil, sediment, groundwater, surface water, marine water, soil vapour, air (including odour), noise.* • Data interpretation including quality assurance and quality control, statistical analysis of data, etc. • Multiple contaminant types and assessment methodologies. <p>*Note: All these elements should be covered by combining the experts in this area.</p>	<p>Engineering (Chemical, Environmental)</p> <p>Science/Applied Science (Agriculture, Chemistry, Ecology, Biochemistry, Environment, Hydrogeology and Geology)</p>	<p>Clean Air Society of Australia and New Zealand</p> <p>Society of Environmental Toxicology and Chemistry (SETAC)</p> <p>The Royal Australian Chemical Institute</p>

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
<p>Soil science</p> <p>Understanding soil chemistry, soil properties, assessment of soil contamination and its impact upon flora and fauna associated with that element.</p> <p>Understanding of natural and background concentrations of metals/analytes in the environment.</p>	<p>Mandatory experience</p> <ul style="list-style-type: none"> •Detailed understanding of relevant sections of Environment Reference Standard 2021, NEPM, AS 4482.1 and relevant EPA guidelines. •Contaminated site assessment, sampling design and methodology. •Detailed understanding of soil chemistry and soil properties including the following: <ul style="list-style-type: none"> •soil formation (i.e. mineralogy, physical and chemical composition) •classification/properties •biological properties of soils •fertility properties of soils •Natural vs. anthropogenic chemical concentrations. 	<p>Science/ Applied Science (Soil Science, Agriculture or related discipline)</p>	<p>Australian Contaminated Land Consultants Association (ACLCA)</p> <p>Australian Institute of Agricultural Science and Technology</p> <p>Australian Land and Groundwater Association (ALGA)</p> <p>Certified Professional Soil Scientist – Soil Science Australia (SSA)</p>

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
Statutory and environmental planning Knowledge of law and associated processes in relation to environment and planning	<p>Mandatory experience</p> <ul style="list-style-type: none"> • Extensive experience in environmental planning matters, with specific experience in environmental planning. • Strong understanding of local, state and Commonwealth guidelines and laws. <p>Desirable experience</p> <ul style="list-style-type: none"> • Planning with respect to contaminated sites. 	Urban Planning / Environmental Planning, /Environmental Science, Geography, Public Policy, Transportation	Certified Environmental Practitioner Environment Institute of Australia and New Zealand (EIANZ) Planning Institute of Australia, Victorian Planning and Environmental Law Association (VPELA)

<p>Terrestrial ecology</p> <p>Detailed understanding of the physical, chemical and biological assessments of terrestrial ecosystems.</p>	<p>Mandatory experience</p> <p>Detailed understanding of the following (and as applicable to flora and fauna):</p> <ul style="list-style-type: none"> • Relevant regulations/guidelines i.e. EPBC Act, Flora and Fauna Guarantee Act, Recovery Plans, Action Statements, Planning controls etc. • Assessments of flora and fauna and terrestrial ecosystems, including: <ul style="list-style-type: none"> •targeted fauna surveys and inventory •baseline studies •regional environmental planning and biodiversity surveys •rare and threatened species assessment and management •habitat assessment/mapping and sites of significance studies. • Management of ecosystems (such as rainforest, mallee) or individual species, or study of impacts to ecosystem due to environmental threats (for example, habitat fragmentation or planned developments). <p>Desirable experience</p> <ul style="list-style-type: none"> • Development or implementation of assessment methodologies to determine status or health of individual species. • Study of ecosystem distinctiveness in relation to: <ul style="list-style-type: none"> •composition and structure 	<p>Engineering (Environmental)</p> <p>Science/Applied Science (NR Management, Ecotoxicology, Chemistry, Biochemistry, Biology, Ecology, Environment)</p>	<p>Ecological Consultants Association (NSW)</p> <p>Ecological Society of Australia</p> <p>Environment Institute of Australia and New Zealand (EIANZ)</p>
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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<ul style="list-style-type: none"> •occurrence in relation to physical limiting resources and disturbance •geology, evolution and climatic change •ecological adaptation, population (for example, viability), community and ecosystem processes and human impacts. 		

Table 1C - Descriptions of expertise and experience, that must be held by or available to an EPA appointed auditor approved to undertake duties under Mineral Resources (Sustainability Development) Act.

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
Human Health and Ecological Risk Assessment	<p><i>Mandatory experience</i></p> <ul style="list-style-type: none"> (i) Mandatory experience identified in table 1B, for this expertise. (ii) Detailed understanding of hierarchy of controls and its application. (iii) Application of risk assessment and management, in the extractive industry or mining industry. <p><i>Desirable experience</i></p> <ul style="list-style-type: none"> (iv) Desirable experience identified in table 1B, for this expertise. (v) Application of risk assessment and management, in the 	(i) Qualifications identified in table 1B, for this expertise	(i) Professional Associations identified in table 1B, for this expertise

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<p>extractive industry or mining industry, with a focus on rehabilitation that achieves safe, stable and sustainable final landforms.</p> <p>(vi) An understanding of acid mine drainage and its environmental impacts.</p>		
Hydrogeology	<p><i>Mandatory experience</i></p> <p>(i) Mandatory experience identified in table 1B, for this expertise.</p> <p>(ii) Applied hydrogeology within the extractive industry or mining industry.</p> <p><i>Desirable experience</i></p> <p>(iii) Desirable experience identified in table 1B, for this expertise.</p> <p>(iv) A comprehensive understanding of the characteristics of groundwater systems of the Latrobe Valley, with particular regard to the Latrobe Valley coal mines.</p> <p>(v) Hydrogeology, in the extractive industry or mining industry, with a focus on rehabilitation that achieves safe, stable and sustainable final landforms.</p> <p>(vi) Understanding seepage, stability and rehabilitation of tailings storage facilities and slimes dams.</p>	<p>(i) Qualifications identified in table 1B, for this expertise</p> <p>(ii) Tertiary qualifications in applied science (hydrogeology and geology. Engineering hydrogeology)</p>	<p>(i) Professional Associations identified in table 1B, for this expertise</p> <p>(i) International Association of Hydro geologists (IAH)</p> <p>(ii) Australasian Institute of Mining and Metallurgy</p> <p>(iii) Engineers Australia</p>
Hydrology	<i>Mandatory experience</i>	(i) Tertiary qualifications in applied	(i) Engineers Australia

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<p>(i) Applied hydrology within the extractive industry or mining industry.</p> <p>(ii) An understanding of wave mechanics and the impact of wave generation in large constructed waterbodies on bank erosion.</p> <p><i>Desirable experience</i></p> <p>(iii) Hydrology of large constructed waterbodies created by filling of open cut mines.</p>	<p>science (hydrology)</p>	
<p>Mine or extractive industry auditing</p>	<p><i>Mandatory experience</i></p> <p>(i) Auditing within the extractive industry or mining industry.</p> <p>(ii) Familiarity with mine closure and post closure issues including monitoring and maintenance.</p> <p>(iii) Mine rehabilitation including (bulk earthworks, dewatering and drainage, and revegetation).</p> <p>(iv) Familiarity with the preparation and implementation of mine rehabilitation plans.</p> <p>(v) Detailed understanding of plant species suitable for revegetation works</p> <p>(vi) An understanding of the <i>Mineral Resources (Sustainable Development) Act 1990</i>.</p> <p>(vii) An understanding of the <i>Mineral Resources (Sustainable Development)</i></p>	<p>(i) Degree (or higher) in ecology or botany</p> <p>(ii) Tertiary qualifications in earth resource management</p>	<p>(i) Australasian Institute of Mining and Metallurgy</p> <p>(ii) Engineers Australia</p> <p>(iii) Australian Geomechanics Society</p>

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<p><i>(Mineral Industries) Regulations 2019 (MRSDMI Regulations or Mineral Resources (Sustainable Development) (Extractive Industries) Regulations 2019.</i></p> <p><i>Desirable experience</i></p> <p>(viii) An understanding of the <i>Hazelwood Mine Fire Inquiry Report 2015/2016 Volume IV – Mine Rehabilitation (HMF I Report).</i></p> <p>(ix) An understanding of the assessment techniques as applied to revegetation works.</p> <p>(x) An understanding of earth resource management.</p> <p>(xi) Experience in monitoring and maintenance of rehabilitation plans.</p>		
Geotechnical engineering	<p><i>Mandatory experience</i></p> <p>(i) Familiarity with mine closure and post closure issues including monitoring and maintenance.</p> <p>(ii) Mine rehabilitation including (bulk earthworks, water balance, dewatering and drainage, and revegetation).</p> <p>(iii) Familiarity with the preparation and implementation of mine rehabilitation plans.</p> <p><i>Desirable experience</i></p>	(i) Degree (or higher) in geotechnical engineering or engineering geology	<p>(i) Australasian Institute of Mining and Metallurgy</p> <p>(ii) Engineers Australia</p> <p>(iii) Australian Geomechanics Society</p>

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<p>(iv) Experience (more than 5 years) of working with the brown coal mining industry.</p> <p>(v) Experience (more than 5 years) of working with soil or soft rock mining industry.</p> <p>(vi) Familiarity with the use of numerical modelling of slope failure mechanisms.</p> <p>(vii) Understanding stability and rehabilitation of tailings storage facilities and slimes dams.</p>		
Environmental chemistry	<p><i>Mandatory experience</i></p> <p>(i) Mandatory experience identified in table 2B, for this expertise.</p> <p>(ii) Environmental chemistry within the extractive industry or mining industry.</p> <p><i>Desirable experience</i></p> <p>(iii) Desirable experience identified in table 2B, for this expertise.</p> <p>(iv) Pit water chemistry.</p>	(i) Qualifications identified in table 1B, for this expertise	(i) Professional Associations identified in table 1B, for this expertise
Financial modelling	<p><i>Mandatory experience</i></p> <p>(i) Modelling costs for earthworks, dewatering and drainage, and revegetation and other rehabilitation activities.</p> <p><i>Desirable experience</i></p> <p>(ii) Focus on probabilistic costing of mine rehabilitation plans.</p>	(i) Broad financial planning qualifications	

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Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
Quantity surveying	<p><i>Mandatory experience</i></p> <p>(i) Quantity surveying within the extractive industry or mining industry.</p> <p><i>Desirable experience</i></p> <p>(ii) Quantity surveying, with a focus on rehabilitation that achieves safe, stable and sustainable final landforms.</p>	(i) Diploma (or higher) in quantity surveying	<p>(i) Australasian Institute of Quantity Surveyors</p> <p>(ii) The Institution of Surveyors Victoria</p> <p>(iii) Royal Institution of Chartered Surveyors</p> <p>(iv) The Association of Consulting Surveyors Victoria</p>
Emergency response	<p><i>Mandatory experience</i></p> <p>(i) Familiarity with impacts on stability and off-site discharges resulting from an emergency event (e.g. batter failure, fire).</p> <p>(ii) Familiarity with impacts on stability and off-site discharges resulting from the emergency response activities.</p> <p><i>Desirable experience</i></p> <p>(iii) Understanding of propensity for coal ignition due to exposed coal.</p>		<p>(i) Engineers Australia</p> <p>(ii) Institute of Fire Engineers</p>
Aquatic ecology	<p><i>Mandatory experience</i></p> <p>(i) Applied limnology relevant to extractive industry or mining industry.</p> <p>(ii) An understanding of stratification, water chemistry and biological</p>	Qualifications identified in table 1B, for this expertise	

Area of expertise	Description of experience	Qualifications not limited to bachelor or higher degree	Examples of professional associations and certifications
	<p>processes in constructed waterbodies.</p> <p><i>Desirable experience</i></p> <p>(iii) Limnology of constructed waterbodies created by filling of open cut mines.</p> <p>(iv) A comprehensive understanding of the characteristics of surface water systems of the Latrobe Valley, with particular regard to the Latrobe Valley coal mines.</p>		
Fluvial geology	<p><i>Mandatory experience</i></p> <p>(i) Mandatory experience identified in table 1B, for this expertise.</p> <p><i>Desirable experience</i></p> <p>(ii) A comprehensive understanding of quarries and mines in floodplains and their interactions with waterway flooding.</p>	Qualifications identified in table 1B, for this expertise	

Table 1D - Descriptions of expertise that must be held by or be available to an EPA appointed auditor intending to undertake landfill related activities under the EP Act.

Area of expertise	Description of expertise	Qualifications not limited to bachelor or higher degree	Examples of professional associations, certifications
Landfill management	<p><i>Mandatory expertise</i></p> <p>(i) understanding of landfill operational aspects and impacts, including consideration of odour, dust and stormwater management</p>	<p>i. Engineering (chemical, environmental, civil)</p> <p>ii. Science / applied science</p>	<p>i. Engineers Australia</p> <p>ii. Certified Environmental Practitioner (Site Contamination Specialist)</p>

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Area of expertise	Description of expertise	Qualifications not limited to bachelor or higher degree	Examples of professional associations, certifications
	(ii) post closure planning and management (iii) monitoring systems and programs including frequency, infrastructure, groundwater, landfill gas, atmospheric, odour, noise, surface water, leachate (iv) ability to determine monitoring locations depending on site locations and parameters based on waste streams (v) ability to develop a <i>Landfill Environmental Management Plan (LEMP)</i> <i>Desirable expertise</i> (vi) calculation of financial assurance for landfills (vii) ability to identify odour and noise emission sources and assess emission impacts (viii) fire risk management	(geology, hydrogeology, chemical, environmental, civil)	i. Environment Institute of Australia and New Zealand
Monitoring	<i>Mandatory expertise</i> (i) monitoring systems and programs including frequency, infrastructure, leachate, groundwater, ground and landfill gas, atmospheric, odour, noise, surface water, leachate (ii) ability to determine monitoring locations depending on site locations and parameters based on waste streams (iii) infrastructure design / appropriateness (to obtain representative data)	i. Engineering (chemical, environmental, civil, geological, hydrogeological) ii. Science / applied science (chemical, environmental, civil, geological,	i. Engineers Australia ii. Australian Institute of Geologists

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Area of expertise	Description of expertise	Qualifications not limited to bachelor or higher degree	Examples of professional associations, certifications
	(iv) monitoring probe construction (v) interpretation of monitoring data (vi) regulatory reporting requirements	hydrogeological)	
Design and construction	<i>Mandatory expertise</i> (i) landfill cell and cap design elements (ii) liner technologies including natural, geosynthetic and composite (iii) understanding of the geotechnical characteristics of clay liners including factors that affect their performance (iv) understanding of the factors that affect slope stability of wall liners, caps and landfills (v) landfill cell and cap Construction Quality Assurance (vi) capping technologies including phytocapping (vii) landfill capping Construction Quality Assurance (viii) Leachate pond design elements (ix) leachate ponds Construction Quality Assurance (x) cell, cap and leachate pond construction materials technical specifications (xi) understanding of operational matters that affect the performance of the designed landfill liners,	i. Engineering (chemical, environmental, civil, geological, materials) i. Science / applied science (chemical, environmental, civil, geological, materials)	i. Engineers Australia

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Area of expertise	Description of expertise	Qualifications not limited to bachelor or higher degree	Examples of professional associations, certifications
	<p>capping systems and ponds.</p> <p>(xii) integrity testing technologies</p> <p>(xiii) ability to assess alternative (equivalent) designs to those described in the landfill BPEM (788)</p> <p>(xiv) awareness of safety in design requirements</p>		
Leachate	<p><i>Mandatory expertise</i></p> <p>(i) generation estimation (water balance)</p> <p>(ii) hydrogeological assessment</p> <p>(iii) extraction, treatment / management, storage systems and disposal options</p> <p>(iv) ability to identify and assess operational issues, as well as recommend solutions.</p> <p>(v) regulatory requirements for leachate management</p>	<p>i. Engineering (chemical, environmental, civil)</p> <p>ii. Science / applied science (chemical, environmental, civil, hydrogeological)</p>	<p>i. Engineers Australia</p> <p>ii. Association for Environmental Hydrology</p>
Landfill gas	<p><i>Mandatory expertise</i></p> <p>(i) generation estimation</p> <p>(ii) landfill gas extraction and management systems including venting, flaring and energy generation estimation</p> <p>(iii) sampling techniques, tools and methodologies</p> <p>(iv) monitoring data interpretation and recommendations for action</p>	<p>i. Engineering (chemical, environmental, civil)</p> <p>ii. Science / applied science (chemical, environmental, civil)</p>	<p>i. Engineers Australia</p> <p>ii. Clean Air Society</p>

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Area of expertise	Description of expertise	Qualifications not limited to bachelor or higher degree	Examples of professional associations, certifications
	<p>(v) landfill gas perimeter monitoring and walkover surveys</p> <p>(vi) understanding of landfill gas issues that affect dwellings and other buildings either above or adjacent to landfills and appropriate mitigation and venting systems</p> <p>(vii) regulatory requirements for landfill gas management</p>		
Policies, Legislation, guidance and other regulatory requirements	<p><i>Mandatory expertise</i></p> <p>(i) Detailed understanding of relevant sections of Environment Protection Regulations 2021 and relevant EPA guidelines</p> <p>(ii) Any relevant environment reference standard made under Part 5.2 of the EP Act 2017</p> <p>(iii) Any relevant compliance code made under Part 5.3 of the EP Act 2017</p> <p>(iv) Best Practice Environmental Management (Siting, Design, Operation and Rehabilitation of landfills) (788)</p> <p>(v) Landfill licensing guidelines (1323)</p> <p>(vi) Closed landfill guidelines (1490)</p> <p>(vii) Landfill gas fugitive emissions monitoring guideline (1684)</p> <p>(viii) Hydrogeological Assessment (668)</p>		

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Area of expertise	Description of expertise	Qualifications not limited to bachelor or higher degree	Examples of professional associations, certifications
	(ix)Using SEPPs and WMPs in the new environment protection framework (publication 1994)		