# About this form

This form is to be used by environmental auditors who are applying for their reappointment under the Environment Protection Act 2017. It is to be submitted via the EPA portal with all files (forms and attachments) clearly named.

Environmental auditors are advised to refer to the most recent version of Environmental auditor guidelines for appointment and conduct ([Publication 865](https://www.epa.vic.gov.au/about-epa/publications/865)), for an understanding of the reappointment process.

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

EPA may request further information from you during the assessment of your application.

# Fees

The prescribed application fee, as detailed in regulation 207(1) of the Environment Protection Regulations 2021. The application fee invoice is generated when the application is submitted through the EPA portal, with applicants given the option to pay when the application is lodged, or to pay the invoice within 30 days. Please note that applications for reappointment cannot be approved until the fee is paid and as such it is recommended to pay the application fee when lodging the application.

If the Authority approves the application for reappointment, an administrative and technical support services fee, as detailed in regulation 207(2) of the Environment Protection Regulations 2021, will also be payable.

# Further information

For any further information on this application process or the environmental audit program, please refer to EPA Publications at <https://www.epa.vic.gov.au/about-epa> or contact the Environmental Audit Unit by email environmental.audit@epa.vic.gov.au or telephone **1300 372 842 (1300 EPA VIC).**

# Section A: Application details

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| 1. Auditor details

Please provide your personal and employer’s details. |
| Family name | Click or tap here to enter text. |
| First name | Click or tap here to enter text. |
| Middle name | Click or tap here to enter text. |
| Home address | Click or tap here to enter text. |
| Home telephone | Click or tap here to enter text. |
| Mobile phone | Click or tap here to enter text. |
| Email  | Click or tap here to enter text. |
| Company/business name | Click or tap here to enter text. |
| Company address | Click or tap here to enter text. |
| Company email | Click or tap here to enter text. |
| Company telephone | Click or tap here to enter text. |

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| 1. Category of reappointment sought.

Please select the category/ies related to this reappointment. |
| [ ]  Contaminated land[ ]  Industrial facilities[ ]  Natural resources |

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| 1. Current appointment period

Please provide the dates of your current appointment. |
| Date of most recent reappointment (or initial appointment if this is your first reappointment application) | Click or tap to enter a date. |
| Date current appointment expires: | Click or tap to enter a date. |

# Section B: Auditor activity

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| 1. Annual auditor statement
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| If your current appointment period expires between 1 July and 30 September, you will need to submit your Annual Auditor Statement for the previous financial year with this application. Please tick appropriate updated for your circumstances |
| [ ]  Applies and attached with this application[ ]  Applies and has been provided to EPA[ ]  Not applicable |

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| 1. Auditor activity
 |
| 1. Have you completed any prescribed functions as an environmental auditor under Part 6.1 – Environmental audit system, section 164 of the *Environment Protection Regulations 2021*, such as verifications or reviews?
 |
| [ ] Yes – go to Question 5b[ ] No – go to Question 5b |
| 1. Did you complete TWO OR MORE environmental audit reports or Preliminary Risk Screen Assessments during your current appointment period, whether under Part IXD of the *Environment Protection Act 1970* OR Division 3 of Part 8.3 of the *Environment Protection Act 2017*?
 |
| [ ] Yes – go to Section C[ ] No – go to Question 5c |
| 1. Did you complete only ONE environmental audit report or Preliminary Risk Screen Assessment under Part IXD of the *Environment Protection Act 1970* OR Division 3 of Part 8.3 of the *Environment Protection Act 2017* in your current appointment period?
 |
| [ ] Yes – go to Question 6[ ] No – go to Question 7 (no audits completed during current appointment period) |

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| 1. Additional report and statement of understanding of legislation
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| If you completed only ONE environmental audit report under Part IXD of the *Environment Protection Act 1970* OR Division 3 of Part 8.3 of the *Environment Protection Act 2017* during your current appointment period, you are expected to: * identify an additional report that demonstrates technical and environmental auditing competence through work of equivalent professional standing. The report must demonstrate an understanding of relevant Victorian environmental legislation, policy, regulations, and guidelines. EPA may request a copy of this report.

AND may be requested to:* provide a written statement demonstrating your understanding of relevant Victorian environmental legislation, policy, regulations, and guidelines.

The Authority may also request the provision of two examples of documents prepared because of other statutory works conducted pursuant to the *Environmental Protection Act 2017*, or any other Act, completed during the current period of appointment.You may now proceed to Section C. |
| Title of Report | Click or tap here to enter text. |
| Name of Client | Click or tap here to enter text. |
| Date Completed | Click or tap to enter a date. |

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| 1. No Audits completed during current appointment period – additional information
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| If you have NOT completed any environmental audit reports, or Preliminary Risk Screen Assessments, under Part IXD of the *Environment Protection Act 1970* OR Division 3 of Part 8.3 of the *Environment Protection Act 2017* during your current appointment period, you are expected to:1. contact Manager Environmental Audit to discuss and arrange an interview to address not meeting minimum reappointment requirements prior to progressing with the reappointment application.

AND 1. identify TWO additional reports that demonstrate technical and environmental auditing competence through work of equivalent professional standing. The reports must demonstrate an understanding of relevant Victorian environmental legislation, policy, regulations and guidelines.

AND1. **provide referees who have direct and recent (up to three years) knowledge of the applicant and can confirm the applicant’s experience and expertise.**

**AND**1. provide a statement outlining the reason for not completing any environmental audit or preliminary risk screen assessment reports during their last reappointment period.

AND1. provide a written statement demonstrating your understanding of relevant Victorian environmental legislation, policy, regulations, and guidelines.

The Authority may request copies of listed reports and may also request the provision of examples of documents prepared because of other statutory works conducted pursuant to the *Environmental Protection Act 2017*, or any other Act, completed during the current period of appointment. The Authority may request the applicant attend an interview.You may now progress to Section C. |
| Title of Report 1 | Click or tap here to enter text. |
| Client name | Click or tap here to enter text. |
| Date completed | Click or tap to enter a date. |
| Title of Report 2 | Click or tap here to enter text. |
| Client name | Click or tap here to enter text. |
| Date completed | Click or tap to enter a date. |

# Section C: Applicant declaration

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| 1. Declaration
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| 1. Have you or any company of which you are or were, at the relevant time a director, ever been refused a licence, permit or authority under any environment protection legislation or had any such licence, permit or authority suspended, revoked, or withdrawn either in Australia or elsewhere?
 |
| [ ] Yes [ ] No If you answered ‘yes,’ please provide details: Click or tap here to enter text. |
| 1. Have you or any company of which you are or were, at the relevant time, a director been prosecuted for an offence under any environment protection legislation either in Australia or elsewhere?
 |
| [ ] Yes [ ] No If you answered ‘yes,’ please provide details: Click or tap here to enter text. |
| 1. Have you ever been found guilty (whether convicted or not) of an indictable offence either in Australia or elsewhere?
 |
| [ ] Yes [ ] No If you answered ‘yes,’ please provide details: Click or tap here to enter text. |
| 1. Are you aware of any circumstance that may affect your independence or objectivity in acting as an Environmental Auditor appointed under the *Environment Protection Act 2017*? (Refer to EPA Publication 865 - Environmental auditor guidelines for appointment and conduct for more information)
 |
| [ ] Yes [ ] No If you answered ‘yes,’ please provide details: Click or tap here to enter text. |
| 1. Will you undertake to maintain professional indemnity insurance as set out in EPA Publication 865 - Environmental auditor guidelines for appointment and conduct prior to conducting environmental auditor functions pursuant to Part 8.3 of the *Environment Protection Act 2017*?
 |
| [ ] Yes [ ] No  |
| 1. Will you maintain an expert support team as set out in Publication 865 Environmental auditor guidelines for appointment and conduct, prior to conducting environmental auditor functions pursuant to Part 8.3 of the *Environment Protection Act 2017*?
 |
| [ ] Yes [ ] No |
| 1. Has a National Police Records Check been submitted with this application as set out in Publication 865 - Environmental auditor guidelines for appointment and conduct?
 |
| [ ] Yes [ ] No |
| 1. Do you certify that all the claims made, and information (including all attachments) provided in your application for reappointment as an environmental auditor under the *Environment Protection Act 2017,* are true and correct?
 |
| [ ] Yes [ ] No |

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| Signed | Click or tap here to enter text. |
| Date  | Click or tap to enter a date. |

For languages other than English, please call 131 450.
Visit epa.vic.gov.au/language-helpfor next steps.

If you need assistance because of a hearing or speech impairment, please visit relayservice.gov.au

