

# SITE CONTAMINATION AUDIT SYSTEM INTERIM AUDIT ADVICE FORM



## INSTRUCTIONS

An audit is completed by the preparation of a site contamination audit report (audit report) and associated site contamination audit statement (audit statement) by the auditor.

There may be circumstances where a site contamination auditor (auditor), who has been commissioned to carry out a site contamination audit (audit), is not yet in a position to provide final audit determinations but is able to provide interim audit advice (IAA) based on the assessment of site contamination.

**Interim audit advice is not an audit report. It is advice provided by the auditor prior to the completion of the audit to support development process, inform regulatory decision making or for other reasons. In providing interim audit advice, the auditor provides an opinion based on the knowledge available at that time.**

**In some instances, unforeseen or unpredictable circumstances may occur following the provision of the interim advice that may affect that advice. Interim audit advice does not pre-empt or constrain the final outcome(s) of the audit or any conditions that may be placed by the auditor in the audit report.**

In order to provide interim audit advice, an auditor has to have been engaged to carry out an audit and be satisfied there has been sufficient assessment of the nature and extent of any site contamination to enable the auditor to make informed risk-based decisions. Further extensive assessment should generally not be required to delineate the nature and extent of site contamination, however remediation will generally not yet have been completed or may not be necessary. If the site has been identified as a source of offsite contamination, it is expected the nature and extent of the site contamination will have been delineated (subject to liability considerations). Where remediation is or remains necessary for a specified use or range of uses, a remediation options assessment and/or site remediation plan/strategy, which has been reviewed and endorsed by the auditor, should be provided to support the auditor's opinion.

Interim audit advice is to be completed by the 'responsible auditor' as defined by the *Environment Protection Act 1993* (the Act). This should be the same auditor who completes the site contamination audit report on completion of the audit.

The completion and submission of this form is not a requirement under the Act or the *Environment Protection Regulations 2009*. However, guidance on when this form should be used by auditors is detailed in the EPA publication, *Site contamination: Guidelines for the site contamination audit system*.

Please ensure that all sections of the form are completed, requested information and attachments (where necessary) are provided and labelled.

Please do not modify the form by moving or deleting sections or text, including these instructions.

Please ensure that you are using the current version of the form (check the [EPA website](#)).

Refer to the current version of the EPA publication *Site contamination: Guidelines for the site contamination audit system*, for further information. For enquiries or questions relating to the site contamination audit system, including requests for editable versions of this form, contact the EPA Site Contamination Branch.

### **Interim audit advice forms must be sent to:**

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***Interim audit advice (IAA) must be lodged with the EPA and the audit client. It must also be lodged with the local council and any prescribed body when it is prepared to support a development application. Upon receipt, the EPA will provide notification to relevant parties and review the IAA for consistency with relevant legislation and EPA guidelines.***

### **EPA**

Forms can be emailed in PDF format to the Manager Site Contamination and an auditor's allocated EPA Coordinator at the email address below:

Email: [EPAsitecontam@sa.gov.au](mailto:EPAsitecontam@sa.gov.au)

## SITE CONTAMINATION AUDIT SYSTEM

### INTERIM AUDIT ADVICE

SECTION A: AUDITOR DETAILS	
Name of auditor*:	
Auditor's accreditation number:	
Name of auditor's company or business:	
SECTION B: AUDIT SITE DETAILS	
Auditor's project reference:	
EPA reference:	
Name of audit site [ <i>if applicable</i> ]:	
Address of audit site:	
Name of council for area in which audit site is situated [ <i>if within council area</i> ]:	
Provide the following particulars** relating to the relevant land and the audit:	<b>** If insufficient space, details may be annexed to this form.</b>
<ul style="list-style-type: none"> <li>– certificates of title of all the relevant land and an indication of whether the audit site comprises <b>all or part only</b> of the land shown on or described in the certificates of title</li> </ul>	
<ul style="list-style-type: none"> <li>– details sufficient to identify the location of the land, including section or allotment numbers, area and hundred and AMG co-ordinates (GDA 94, UTM 53 and 54)</li> </ul>	
<ul style="list-style-type: none"> <li>– if the audit site comprises part only of the land described in the certificates of title, or if there is no certificate of title for the land comprising the audit site— survey plans prepared by a licensed surveyor</li> </ul>	
<ul style="list-style-type: none"> <li>– audit plans indicating the location and extent of the audit site (which must comply with the guidelines issued by the EPA from time to time)</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>SECTION C: AUDIT DETAILS</b>	
Name of owner of audit site:	
Name of occupier of audit site:	
Name, postal address and position of person who commissioned audit:	
Indicate authority of person who commissioned audit:	EPA            Yes    No <input type="checkbox"/> Owner            Yes <input type="checkbox"/> No <input type="checkbox"/> Occupier        Yes <input type="checkbox"/> No <input type="checkbox"/> Developer       Yes <input type="checkbox"/> No <input type="checkbox"/> Other [ <i>specify</i> ]
Indicate reasons for audit [ <i>indicate all reasons</i> ]:	Required under the <i>Development Act 1993</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Required under the <i>Environment Protection Act 1993</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Other [ <i>specify</i> ]
Indicate audit purposes [ <i>indicate all purposes</i> ]:	Determining the nature and extent of any site contamination present or remaining on or below the surface of the site Yes <input type="checkbox"/> No <input type="checkbox"/> Determining the suitability of the site for a sensitive use or another use or range of uses Yes <input type="checkbox"/> No <input type="checkbox"/> Determining what remediation is or remains necessary for a specified use or range of uses Yes <input type="checkbox"/> No <input type="checkbox"/> [ <i>NB: an audit may be required for all of the above purposes.</i> ] [ <i>NB: Where remediation is or remains necessary, a remediation options assessment and/or site remediation plan, which has been reviewed and endorsed by the auditor, should be provided to support the auditor's opinion.</i> ]
Is a restricted scope being applied to the audit:	Yes <input type="checkbox"/> No <input type="checkbox"/> [ <i>NB: An audit subject to a restricted scope is not suitable to be relied upon by a planning authority for the purpose of making decisions as to whether land may be suitable for a sensitive use or another use or range of uses.</i> ]
Date of commencement of audit:	
Date of notification of commencement of audit to EPA:	
Estimated date of completion of audit:	

<b>SECTION D: SITE USES AND ACTIVITIES</b>	
Potentially contaminating activities (PCA) within the meaning of regulation 50 of the <i>Environment Protection Regulations 2009</i> are known to have occurred at the site:	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, identify the PCA(s)</i>
Current site use(s), or, if currently unoccupied, most recent site use(s):	

<b>SECTION E: SOURCE AND AFFECTED SITES</b>	
The site is a known source of offsite contamination:	Yes <input type="checkbox"/> No <input type="checkbox"/>
The nature and extent of any offsite contamination originating from the site has been delineated:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <i>If no, specify reason(s)</i>
Contamination at the site has arisen from another site/sites in the vicinity:	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>SECTION F: TRIGGER FOR INTERIM AUDIT ADVICE</b>	
To support a development application or development plan amendment (DPA):	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, complete section G</i>
Required by a voluntary proposal (under section 103I or section 103K of the Act) or site contamination order (under section 103H or s103J of the Act):	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, complete section H</i>
To support a Remediation Options Assessment (ROA) or site remediation plan/strategy:	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, complete section I</i>
To support a waste derived fill or waste soil enhancer proposal:	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, complete section J</i>
Other:	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, specify reason(s)</i>

<b>SECTION G: DEVELOPMENT DETAILS (complete this section only if interim audit advice is being prepared in relation to a development application or DPA)</b>	
Name of relevant planning authority:	
Development application number [if applicable]:	
Proposed site zoning [if applicable]:	
Proposed land use:	
I have reviewed and have endorsed (where applicable) the following documents [list all documents]	
I am of the opinion, based on the knowledge available at this time, that the audit site should be able to be made suitable for the proposed use(s):	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION H: VOLUNTARY PROPOSALS AND SITE CONTAMINATION ORDERS (complete this section only if interim audit advice is being prepared to satisfy the requirements of a voluntary proposal under section 103I or section 103K of the Act, or a site contamination order under section 103H or s103J of the Act)**

IAA required by:	Voluntary site contamination assessment proposal <input type="checkbox"/> Voluntary site remediation proposal <input type="checkbox"/> Site contamination assessment order <input type="checkbox"/> Site remediation order <input type="checkbox"/>
EPA reference number(s) [if applicable]:	
I have reviewed and have endorsed (where applicable) the following documents: [list all documents]:	
I am of the opinion based on the knowledge available at this time, that the works undertaken appear generally consistent with the EPA's statutory requirements:	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If no, specify reason(s)</i>

**SECTION I: REMEDIATION DETAILS (complete this section only if interim audit advice is being prepared to support a ROA or site remediation plan/strategy)**

I have reviewed and have endorsed the following <b>attached</b> remediation options assessment and/or site remediation plan/strategy (cross out if not applicable) documents: [list all documents]:	
I am of the opinion based on the knowledge available at this time, that the proposed remediation options and/or site remediation plan/strategy (cross out if not applicable) have been developed in accordance with relevant guidelines issued by the EPA:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION J: WASTE DERIVED MATERIALS (complete this section only if interim audit advice is being prepared to support a waste derived materials proposal)**

Type of waste derived material proposal:	soil <input type="checkbox"/> soil enhancer
Does the IAA relate to a site which is a part of, or known to be considered as part of, 'One Site' which has been approved by the EPA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, are there any EPA licensed sites currently or proposed to be within the 'One Site' boundary?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, provide licensed site details</i>
I have reviewed the following <b>attached</b> waste derived material proposal(s) [list all documents]:	
I am of the opinion, based on the knowledge available at this time, that:  1. the proposal has been prepared in accordance with the EPA <i>Standard for the production and use of Waste Derived Fill</i> , and	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION J: WASTE DERIVED MATERIALS (complete this section only if interim audit advice is being prepared to support a waste derived materials proposal)**

2. the waste derived materials identified in the proposal should be suitable for the proposed use(s) and are not likely to cause harm.	Yes    No
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**SECTION K: AUDITOR OPINIONS**

I am of the opinion, based on the knowledge available at this time, that the assessment and/or remediation (cross out if not applicable) of site contamination at the audit site is consistent with guidance in the <i>National Environment Protection (Assessment of site contamination) Measure 1999</i> (as amended in 2013) and the EPA publication <i>Guidelines for the assessment and remediation of site contamination</i> :	Yes    No <i>If no, specify reason(s)</i>
I am of the opinion the site has been sufficiently assessed to inform risk-based decisions in accordance with the <i>National Environment Protection (Assessment of site contamination) Measure 1999</i> and the EPA publication, <i>Site contamination: Guidelines for the assessment and remediation of site contamination</i> :	Yes <input type="checkbox"/> No <i>If no, specify reason(s)</i>
This interim audit advice has been prepared and completed consistent with the EPA publication <i>Site contamination: Guidelines for the site contamination audit system</i> :	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If no, specify reason(s)</i>

**SECTION L: SUMMARY OF INTERIM AUDIT FINDINGS**

Provide a summary statement which addresses each of the following sections\* as an annexure to this form.

1. Conceptual site model (CSM)
2. Auditor’s interim audit risk assessment
3. Auditor’s interim audit outcomes and determinations
4. Actions/recommendations

\* Refer to Appendix 3 of the EPA publication *Site contamination: Guidelines for the Site Contamination Audit System*

**DECLARATION**

To the best of my knowledge, all information provided in this form is current and correct at the time of signing and dating.

Signed\*:

Dated:

*\* This form must be completed and signed by the ‘responsible auditor’, being, under the Environment Protection Act 1993 and the Environment Protection Regulations 2009, the auditor who personally carried out or directly supervised the work involved in the audit.*

**SECTION M: INTERIM AUDIT ADVICE CHECKLIST**

All of the following documents/information **must** be attached when required (please check):

- A complete and accurate digital copy of any documents listed in Section G      **Yes**  **No**
- A complete and accurate digital copy of any documents listed in Section I      **Yes**  **No**
- Summary of interim audit findings as listed in Section L      **Yes**  **No**