CRC for Contamination Assessment and Remediation of the Environment

Consultation document

Certification of Site Contamination Practitioners Scheme

May 2014
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1. Introduction

The effective assessment and remediation of contaminated sites is a complex and challenging task. Globally, there is a growing realisation that only appropriately qualified personnel should undertake this complex task and a number of countries are developing certification schemes to provide increased assurance for site owners, regulators and communities.

Following feedback and support from participants, the Cooperative Research Centre for Contamination and Remediation of the Environment (CRC CARE) has taken the leadership role in developing a Certification of Site Contamination Practitioners (CSCP) Scheme (described in this paper) designed specifically for Australia. The development committee has included cross-sector representatives from the Australian contaminated site sector including consultants, site owners (petroleum, mining) and regulators. The CSCP Scheme has been designed to complement the accredited site contamination auditor system currently operating in Australia. In so doing it will provide a comprehensive and rigorous approach to establishing an Australia-wide standard based on demonstrated competencies and quality of performance. Cross-sector stewardship of the CSCP Scheme will ensure continual improvement.

We are now seeking input to assist in refining the CSCP Scheme for launch in September 2014. All stakeholders with an interest in contaminated sites in Australia are invited to consider the details of the CSCP Scheme and provide feedback via the process outlined on the CRC CARE website at www.crccare.com/products-and-services/certification-scheme. During the consultation period there will also be opportunities to participate in various discussion forums about the CSCP Scheme, details of which will be added to the website at www.crccare.com/knowledge-sharing/upcoming-training-and-events.
2. Context

Contaminated site assessment and remediation in Australia is a substantial and important economic activity. It is now worth more than $3 billion annually, with annual growth of about 20% in recent years. Employment in the sector has also grown, with about 10,000 people currently employed in the sector, with up to 1000 of these engaged as contaminated site practitioners. The potential benefits of a certification scheme to underpin the sector in Australia have been recognised for some time.

Various stakeholders in the sector have contributed to development activities to progress the design of the CSCP Scheme. Broad consultation with planning authorities, environmental regulators, government departments, councils, industry and contaminated site owners has revealed strong interest in such a scheme.

The National Environment Protection (Assessment of Site Contamination) Measure (ASC NEPM), together with regulatory guidance in most states, requires a reasonable level of competence for contaminated land practitioners. However sector consumers are concerned about the variable and sometimes poor quality of service provided by practitioners, which does not always meet their needs. There is a clear need to benchmark, maintain and improve the standard of professional services provided and to ensure a nationally consistent standard across Australia while maintaining innovation and diversity within the Industry.

Industry practitioners and regulators identified the need for competency standards to be supported by improved and more accessible training and education standards. They also preferred a scheme with governance arrangements and assessment processes which ensure expertise, fairness, equity and confidence in achieving the desired standard. Stakeholders as a whole identified the need to include a complaints mechanism to ensure standards are maintained and poor performance is addressed.

Input from and support of regulator representatives in Australia has been a driving force in the CSCP Scheme’s design, and feedback from regulators to date has endorsed its principles. Subject to being satisfied with the details and operation of the CSCP Scheme, regulators expect to actively encourage use of the CSCP Scheme through guidance and advice. In addition, planning departments (via discussions with environmental regulators), also support the principles of the CSCP Scheme and expect that the use of certified practitioners will be incorporated into their planning frameworks. In the long term, mandatory use of the CSCP Scheme may be considered.

Practitioners accept the need to recognise the maturity of the profession and its contribution to its achievements in a complex field of practice. The CSCP Scheme will reinforce the improvements that have already been made in the sector and support the continuing development of site contamination professionals. Existing professional certification schemes from Australia, UK, US, Canada and Germany informed the CSCP Scheme’s development.
3. Role of CRC CARE

CRC CARE was established in 2005 under the Federal Government’s CRC program. It is an independent organisation that performs research, develops technologies and provides policy guidance for assessing, cleaning up and preventing contamination of soil, water and air.

CRC CARE has credibility with both government and industry and is regarded as an independent party by both sectors. CRC CARE’s partners include state government environmental agencies, which have a strong interest in the policy aspects of the CRC’s work and the CSCP Scheme. CRC CARE has expertise and a strong track record in the contaminated site sector including in national guidance development through its contributions to the updated ASC NEPM and in its leadership of the National Remediation Framework.

A special-purpose Advisory Board, with an independent and experienced Chair, was established to develop the CSCP Scheme. The Advisory Board includes cross-sector representation including consultants, site owners, regulators and CRC CARE (refer to attachment 1). The cross-sectoral representation aims to ensure that the CSCP Scheme addresses the needs of all participants. Its members have been selected based on their strong ongoing commitment to and engagement with the sector in Australia. CRC CARE and some of the Advisory Board members are members of strong international networks that have also provided valuable insights into international developments in this area.

The development, launch and growth of a comprehensive initiative such as the CSCP Scheme requires the input of substantial resources. Over the past 18 months stakeholder organisations (minerals industry, petroleum industry, the Australian Contaminated Land Consultants Association, regulators) have provided valuable expertise and considerable in-kind support (some 1100 staff hours), and CRC CARE is contributing vital funding support to establish the CSCP Scheme. The CRC is committed to establishing a financially sustainable not-for-profit scheme that serves both the profession and the industry as a whole, and which in the long term continues either as an independent organisation or within an organisation committed to the same ideals, should the CRC not continue beyond its current funding lifecycle (2020).
4. CSCP Scheme purpose and mission

The CSCP Scheme aims to provide improved outcomes for all stakeholders by ensuring, through a recognised certification process, that those dealing with contaminated site issues have the necessary level of knowledge, expertise and skill. It will also provide appropriate and specific recognition for the profession, for the expertise of practitioners working in a complex environment, and for the profession’s contribution to society.

The CSCP Scheme will seek to satisfy the following objectives:

- establish a framework for promoting best-practice standards for service excellence
- ensure a high level of practitioner competency
- establish a nationally consistent professional standard
- provide end-user confidence in professional services
- promote the establishment and use of training resources to support practitioner development.
5. Structure and governance

The CSCP Scheme will be managed by a National Executive Committee (NEC) which is structured to include broad representation of the sector and a strong commitment to improved outcomes for the sector in Australia. The NEC will appoint an executive officer to conduct the activities of the CSCP Scheme under the guidance of the NEC. The NEC will appoint additional subcommittees where appropriate and will establish assessment panels to support the certification processes. A formal ‘terms of reference’ will govern the activities of the NEC. Members of the NEC will be appointed for 2-year terms.

The NEC will comprise:

- independent chair (1)
- regulator representative (1)
- consultant representatives (2)
- key industry sector representative (2)
- CRC CARE representative (1).

The CSCP Scheme will operate with a not-for-profit objective.

In the early years of establishment, CRC CARE will provide financial support of both cash and in-kind support until the CSCP Scheme achieves a sustainable financial operation. Any surpluses generated by the CSCP Scheme after its establishment will be reinvested in the CSCP Scheme’s continuing development. The governance and operating policies and procedures of the CSCP Scheme have been designed so that it can operate as an independent organisation that supports the sector’s development in the long term, should CRC CARE not continue beyond its funding cycle.
6. Key requirements for certification

The CSCP Scheme requires practitioners to demonstrate the following education, practical experience and professional competencies:

- **Education** – a degree level qualification in a related engineering or science discipline
- **Professional practice** – a minimum of 5 years practical experience working in a field related to the assessment and remediation of contaminated sites
- **Competencies** – the demonstration of a set of defined competencies
- **Professional development** – commitment to 50 hours per year of professional development activities to maintain current knowledge and competence in the field
- **Ethical and professional conduct** – understanding of and ongoing commitment to the CSCP Scheme’s policy.

Additional details on each of these requirements are provided below.

### 6.1 Education

Applicants must hold a minimum of a bachelor degree qualification in a related science or engineering discipline. Applicants who do not hold a qualification that meets this requirement, but believe their education and/or professional development are of equivalent standing, should seek advice from the CSCP Scheme’s executive officer.

### 6.2 Professional practice

A minimum 5 years full-time equivalent of professional practice experience is required. To ensure currency, the 5 years must have occurred within the previous 10 years. The experience may have been undertaken in a range of bodies, such as consultancies, environmental regulators, industry or government planning authorities. It is expected that the applicant will be able to demonstrate professional practice in a range of different situations and involving a variety of contamination issues over the 5 years. It is unlikely (for example) that an applicant with experience in a research-only role will be able to develop and demonstrate the required professional practice experience.

The CSCP certification is awarded to professionals who have the ability to independently manage the full scope of a contaminated site project. To ensure that applicants have the appropriate experience to fulfil this requirement of the CSCP Scheme, at least 3 years of the 5 years of experience in the field should have been undertaken in roles with primary responsibility for recommendations or actions dealing with contaminated sites.

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1. Note: the bachelor degree qualification requirement is for a qualification that meets a minimum of level 7 of the Australian Qualification Framework (www.aqf.edu.au)
6.3 Competencies

The core of the CSCP Scheme is the suite of competencies, which indicate the knowledge, skills in application and experience of the contaminated site practitioner. The essence is to ensure a certified practitioner can service client needs in an effective, efficient and environmentally responsible manner across the spectrum of contaminated site management activities, including remediation management, while continuing to advance and improve the standard of practice attached to the profession.

Applicants are required to demonstrate the attainment of a defined set of competencies which cover the range of contaminated site practice. The competency requirements established for the CSCP Scheme are consistent with Schedule B9 of the ASC NEPM 1999 and cover the full range of practices from initial review to finalisation of remediation. The competencies have been further developed to provide a detailed framework to guide the development of practitioners and to assist in the assessment process. Applicants will be provided access to a competency assessment tool so they can maintain an up-to-date record of each sub-competency as they develop and improve. The completed tool will provide an important component of the application.

The detailed requirements of each of the six main competency elements, together with further aspects of the CSCP Scheme competency standards are provided in Attachment 2, Competencies for certification. The six competency elements required for certification are:

1. the nature, causes and significance of site contamination
2. preliminary site assessment of contamination
3. detailed site assessment involving the characterisation of contamination
4. risk assessment of site contamination
5. remediation and management approaches
6. professional practice relevant to consulting on contaminated site issues.

The competency elements are considered in conjunction with the level of competency attained and four levels have been established. Further details which explain the requirements for each of the four levels are also included in Attachment 2. The four levels are:

1. inadequate
2. basic
3. competent
4. expert.

The design of the CSCP Scheme has been developed to meet the service expectations of clients together with an understanding of the different career progression pathways of professionals in the sector. The competency level expectation of the CSCP Scheme is that to achieve certification, practitioners are required to demonstrate at least a ‘competent’ level in elements 1, 2, 3 and 6; a ‘competent’ level in either element 4 or 5; and a ‘basic’ level in the remaining competency element. This approach is based on the view that typically practitioners specialise in either element 4 (risk assessment) or element 5 (remediation and management approaches), and are able to service clients by recognising where specialist skills need to be used in the area in which they achieve only a basic level of competence.
We are aware that there are a range of views on the levels that should be required for certification; two alternative views expressed by a number of contributors to date are summarised below. Feedback is particularly welcome on the relative merits of the three options. For the purpose of clarity of feedback please refer to the intended design as described above as option A.

**Option B.** Practitioners are required to demonstrate a minimum ‘competent’ level in all six competency elements. This option is based on the view that this level of competence across all competency elements is required to provide clients with a greater level of assurance (i.e. that the practitioner will be better able to manage all aspects of their project). The case against option B is that there are a smaller number of practitioners who will be able to meet this requirement and it would exclude practitioners who deliver quality services but have chosen to specialise in either risk assessment or remediation but not both.

**Option C.** Practitioners should demonstrate a minimum ‘competent’ level in competency elements 1, 2, 3 and 6 together with a minimum ‘basic’ level in competency elements 4 and 5. The case for this option is that a substantial proportion of practitioner activities are covered by the competency elements 1, 2, 3 and 6 and provided the practitioner has a basic level in competency elements 4 and 5 they will be able to manage client projects through the engagement of additional expertise where appropriate.

**Competency levels options summary**

- **Option A:** Practitioners are required to demonstrate at least a ‘competent’ level in elements 1, 2, 3, and 6; a ‘competent’ level in either element 4 or 5; and a ‘basic’ level in the remaining competency element.
- **Option B:** Practitioners are required to demonstrate a minimum ‘competent’ level in all six competency elements.
- **Option C:** Practitioners are required to demonstrate a minimum ‘competent’ level in competency elements 1, 2, 3 and 6 together with a minimum ‘basic’ level in competency elements 4 and 5.

The CSCP Scheme has been designed to cater for future certification at the expert level nominally in either ‘risk assessment’ or ‘remediation’.

**6.4 Ethical and professional conduct**

Applicants are required to commit to the CSCP Scheme’s ethical and professional practice policy which is as follows.
CSCP Code of Ethics and Professional Practice

A certified site contamination practitioner (CSCP) shall practise in accordance with the following ethical and professional conduct standards.

**Integrity**

A CSCP will practise with integrity and honesty in all professional activities and will conduct activities diligently and objectively.

All communications including reports can be relied upon as truthful and free of misleading or false statements and to include all important information relevant to the client’s objectives, including balanced assessment of all reasonable technological solutions.

**Independence**

A CSCP will avoid conflict of interest or undue influences in making professional judgments as a practitioner. Where perceived or potential conflicts of interest exist the practitioner must ensure clear disclosure to appropriate parties and must work diligently to avoid and be seen to avoid any conflicts.

**Professional competence**

A CSCP practitioner will maintain professional knowledge and skill at the level required to ensure that services provided are competent, consistent with current good practice and to ensure services meet all relevant policies, laws, regulations and guidelines.

Practitioners must ensure they operate within their fields of competence and engage additional and appropriate expertise when required. Practitioners must also consider the competence of staff or contractors under their supervision and ensure they are operating within their competencies and are appropriately managed.

Practitioners have a particular responsibility to assure that reports issued under their name are of high standard and that they have personally reviewed the full content of the report and approve its findings and recommendations.

**Environmental stewardship**

A CSCP will give due consideration to the potential impact on communities and the environment in their activities and recommendations and seek to achieve protection from adverse effects of contamination.

**Confidentiality**

A CSCP will respect the confidentiality of information acquired as a result of their activities and will not disclose any such information to third parties without proper and specific authority, unless there is a legal duty to disclose.
6.5 Continuing professional development (CPD)

Continuing professional development (CPD) is an important component of the CSCP Scheme to promote the continuing improvement and currency of knowledge and skills of practitioners relevant to site contamination practice. The CSCP Scheme’s CPD requirements seek to incorporate a variety of activities that support the competence of practitioners, including:

- short-course training activities
- attending professional association information events
- participating in conferences, including preparation and presentation of technical papers
- personal study on relevant topics
- providing educational and mentoring activities to other practitioners
- participation in occupational health and safety (OH&S) and management development programs of relevance
- relevant training provided in the course of the applicant’s employment.

At least 20 (of the minimum 50) hours annually of CPD activity must be directly related to enhancing the practitioner’s competencies as per the competency requirements of the CSCP Scheme. Further details of the CPD requirements are included in Attachment 3, Continuing professional development requirements.
7. Assessment and application processes

The application and assessment processes have been designed to be comprehensive and rigorous, supported by evidence of attainment of competency and professional application of the competencies. This section provides an overview of the process together with the flow chart in the following section.

Accredited auditors will not be required to undertake the assessment process and will be able to achieve certification once they have committed to the CSCP Scheme’s requirements (ethical and professional conduct policy, professional development etc.) and paid the annual fee. It is considered that accredited auditors, by virtue of the assessment undertaken by jurisdictions, have the necessary skills for certification.

Applicants are required to submit a comprehensive portfolio which provides evidence of the requirements outlined in the *Key requirements for certification section* above together with:

- **Client reports.** At least two client reports, which the applicant has written, are required. Any client reports provided as part of the application will be treated as strictly confidential.
- **Referee reports.** These are required from two referees in support of the application, including at least one referee who is not directly associated with the applicant or their employer. Referees should have direct and recent knowledge of the applicant’s activities in site assessment, management and remediation.

Clients or referees may be contacted by a member of the assessment panel to seek further feedback in support of the assessment process. The portfolio of evidence will be reviewed by an assessment panel followed by a two-step evaluation process involving:

1. a case study exercise, followed by
2. an interview with the assessment panel, nominal duration 1 hour.

A pool of certification panel members will be appointed by the NEC and assessment panels will be formed from the pool. Assessment panels will most likely comprise three members and will change from time to time to achieve a mix of interests, expertise and geographical representation. Members of the panel will be appointed based on their acknowledged expertise and experience in the sector and are intended to be respected current or recently retired practitioners. The intention is to hold interviews in each of the state capitals although the frequency of interviews may be influenced by the number of applicants.

Regulators will be notified of practitioners applying for membership and certification and invited to provide advice to the CSCP Scheme’s executive officer if they have any important information relating to a practitioner, which needs to be considered in the certification process. It is envisaged that such a response will occur only in the case of a regulator possessing evidence of substantial or sustained shortcomings.

Once certification has been confirmed for a successful applicant, the practitioner’s name will be added to the CSCP Scheme’s list of certified members. The list will be maintained on the CSCP Scheme’s website and will be promoted as a resource for clients to identify certified practitioners operating in their region.
Application and assessment process flowchart

1. Applicant – Registration of intent to apply

2. Applicant – Access to tool for applicant assessment of competency attainment

3. Executive Officer – schedule interview and assessment committee review – provide regulator with list of applicants for review and advice

4. Executive Officer: Review, further info required?
   Yes
   5. Executive Officer: Further training and experience

5. Executive Officer – schedule interview and assessment committee review – provide regulator with list of applicants for review and advice

6. Assessment Committee – review of application

7a. Applicant – case study exercise

7b. Applicant – interview with Assessment Committee

8. Assessment Committee – recommendation to NEC

9. NEC determines application outcome

10. Executive Officer advises outcome to Applicant

11. Certification formalised

12. Successful?
   Yes
   11. Certification formalised

11. Certification formalised

Further training and experience
8. Appeals process

If applicants are not accepted for certification they will be provided with advice on the areas where they were assessed as not meeting the requirements for certification. Unsuccessful candidates will be able to appeal to the NEC for a review of the outcome. A procedure will be established which introduces independence from the initial assessment to review the application.
9. Complaints and conduct review procedure

The ongoing performance of practitioners in accordance with the CSCP Scheme’s standards and policies is important in maintaining the integrity of the Scheme. Clients and regulators have highlighted the importance of this aspect of the CSCP Scheme’s design.

The CSCP Scheme requires certified practitioners to conduct their activities in accordance with the Scheme’s ethical and professional conduct policy. Instances where practitioners may have operated in breach of the policy are expected to be reported to the Scheme’s executive officer, who will coordinate an investigation in accordance with the review process established by the NEC. The process for initiating and investigating a complaint is described in Attachment 4, together with the range of options for action in the event of an adverse finding.
10. Fees

The CSCP Scheme's fees will be set to enable the Scheme to achieve a break-even financial position at the end of the establishment phase, most likely at the end of year 3 of operation. The proposed fees are currently:

- Fee for certification application: $1,000 plus GST.
- Annual fee for certification: $400 plus GST

Applicants applying for, and being awarded certification, would need to pay the combined amounts (i.e. $1400). The following year, after the awarding of Certification, only the annual fee ($400) would apply.

The process for certification outlined earlier in this paper requires a comprehensive assessment process and the application fee reflects a reasonable estimate of the resources required to ensure a robust process.
11. Annual renewal process

Certified practitioners will be required to confirm that they are still actively practicing in the field at the time of their renewal. Practitioners will be required to provide a summary of their professional development activities for the previous 12 months, demonstrating a minimum 50 hours of professional development, together with a renewed commitment to the CSCP Scheme’s ethical and professional conduct policy. If these requirements are not met at renewal, certification may be suspended pending action by the practitioner to satisfy the requirement. A detailed procedure is being developed to guide the renewal process, including the provision of allowing professional development carryover hours from the previous year.
12. Pre-application competency assessment

The competencies section above outlined six main competencies and associated sub-competencies. Detailed competency elements have been developed to inform the creation of a competency assessment tool that will be a valuable resource for intending applicants, with emphasis on progressive self-assessment of their likelihood to achieve certification.

The competency assessment tool steps applicants through the detailed competency elements to assess their knowledge, skills and experience. Access to the tool will be made available from the CSCP Scheme’s website. The tool will help intending applicants identify which competencies may require further development and will assist in planning future field experience and training needs, prior to submission of their application.

The CSCP Scheme will not offer training courses directly; it will, however, seek to establish relationships with training providers to further develop the training courses available in Australia in terms of both their content and improved access to relevant training.
13. Member benefits

The CSCP Scheme will lead primarily to the recognition, by the contaminated sites sector as a whole, of practitioners who meet the requirements of the CSCP Scheme as outlined in this paper. Certified practitioners will be recognised for their competence as a contaminated site practitioner and will be able to use their certification in the promotion of both their services and credibility in the sector. In addition, certified practitioners will be listed on the CSCP Scheme’s register to provide a central reference point. From there, clients will be able to more readily identify competent practitioners to effectively manage their projects.

A national marketing and promotional campaign will be initiated by the CSCP Scheme to promote its existence and its benefits to the Australian contaminated site sector, inclusive of consultants, site owners, developers, planners, local government and state regulators.

Additional benefits that complement the objectives of the CSCP Scheme will be developed for members, including:

- opportunities for certified practitioners and members working towards certification to network with other certified practitioners and sector stakeholders
- access to technical and regulator updates
- discounted access to conferences, webinars and training
- access to training and development opportunities.

Further benefits will become available as the CSCP Scheme develops.
14. Next steps

This consultation paper is an important element in the development and consultation process of the CSCP Scheme. We actively request feedback from any interested individual or group via the process outlined at www.crccare.com/products-and-services/certification-scheme.

At the conclusion of the consultation period we will collate and carefully consider all feedback received so that the CSCP Scheme will be fully informed by stakeholder requirements. We will consult with key stakeholders through this process of updating the CSCP Scheme’s design.

We are cognisant of the need for the CSCP Scheme to be offered as a national initiative and welcome comment on how the rollout of the CSCP Scheme can create an even playing field, including how this can best be achieved and over what time frame.

Depending on the range and extent of feedback received on this Consultation Paper, CRC CARE would ideally launch the CSCP Scheme in September 2014.
Attachment 1 – CSCP Advisory board

Independent Chair - Dennis Monahan
Professor Ravi Naidu (CRC CARE)
Steve Bos (Consultant representative Vic)
Michael Dunbavan (Consultant representative NSW)
Bruce Kelley (Minerals Industry representative Vic)
Andrew Pruszinski (Regulator representative SA)
Paul Barrett (Petroleum industry representative ACT)
Attachment 2 – Competencies for certification

The core of the CSCP Scheme is the competencies indicating the knowledge, skills in application and experience of the contaminated site practitioner. The essence is to ensure a certified practitioner can service client needs in an effective, efficient and environmentally responsible manner across the spectrum of contaminated site management activities while continuing to advance and improve the standard of practice attached to the profession. The following outlines the basis on which this is to occur.

**Competency elements**- These are described below and cover six elements associated with the spectrum of activities expected of a contaminated site professional. Particular activities or sub-elements for each are provided. These are not intended to be exclusive but to cover the main components of each competency element.

**Level of competence**- The system for assessing the level of competence for each competency element is also described below. It is proposed that a single rating be given for each element cognisant of the levels demonstrated in each activity or sub element but not tied by formula or a reductionist approach to the rating of each sub element. The rating is to be given using an on balance approach. The levels provided range from “inadequate” to “expert” and characteristics of each level are provided. It is unlikely that a “competent” rating could be given to any element where a sub element is assessed as “inadequate”

**Assessment of competency**- The assessment of competency level in each element will use demonstrated good practice in the profession as the benchmark level. This will be the guiding principle given to assessment panels. For particular activities this may be superior to prevailing practices particularly in the early years but will represent that level at which more accomplished practitioners are performing. Over time, standards should improve through the requirement for professional development raising overall standards of practice.

**Competency level required for certification**- For certification, practitioners are required to demonstrate at least a ‘competent’ level in elements 1, 2, 3 and 6; a ‘competent’ level in either element 4 or 5; and a ‘basic’ level in the remaining competency element. This approach is in recognition that practitioners in the profession typically develop into either risk assessment or remediation at the career point for which this certification is to be attained.

**Future certification levels**- The CSCP Scheme has been designed to cater for certification at the expert level nominally in either “Risk Assessment” or “Remediation”.

Certification of Site Contamination Practitioners Scheme
Consultation paper, May 2014
**Certification Elements**

1. **The nature, causes and significance of site contamination.**
   - Types of industries and land uses (current and historical), and the particular contaminants they produce, which are commonly associated with site contamination
   - The affect of geological, hydro-geological, and environmental settings on contamination issues
   - The significance of the built environment including residences, services, and other land use infrastructure for site contamination issues
   - The fate and transport of common contaminants in typical settings including chemical, biological and physical processes as these relate to the solid, liquid and gaseous phases
   - The primary sources used for assessment of the significance of contamination issues including regulatory and scientifically authoritative references

2. **Preliminary site assessment of contamination.**
   - Planning and contextualising the purpose of an assessment process
   - Site inspection and conducting enquiries sufficient to maximise information for contamination assessment purposes
   - Conduct of a site history incorporating knowledge of common reliable sources and approaches for this
   - Initiation of a Conceptual Site Model based on the above incorporating knowledge of the overall environmental setting including land use/built environment factors, geology and hydrogeology, and surface environment for future improvement
   - Provision of advice as to whether contamination represents a risk requiring further detailed site assessment by applying understandings in competency 1

3. **Detailed site assessment involving the characterisation of contamination.**
   - Data Quality Objectives, including quality assurance and quality control practices and their application
   - Sampling methodology and design for contamination in soils, groundwater, vapour (soil and indoor), surface water and sediments
   - Documentation and management of data for interpretation of contamination significance and site management
   - Quality assurance of data for assessing contamination, including identification of data gaps and areas of uncertainty.
   - Assessment of the significance of contamination by applying understandings in competency 1 and/or by using Tier 1 risk assessment, or more advanced risk assessment, to understand potential impact of contamination
   - Validation of a site following remediation works

4. **Risk assessment of site contamination.**
   - Criteria and legislative requirements
   - Risk assessment framework
• Ecological risk assessment and human health risk assessment and the importance of each for a particular site setting.
• The use and limitations of modelling in undertaking risk assessments

5. Remediation and management approaches.
• Remediation and management options including available technologies for particular types of contamination in soil, groundwater and vapour
• Remediation/management frameworks
• Development of site specific remediation/management objectives, implement and monitor performance of selected approaches, and to validate achievement of objectives
• Handling of wastes generated from remediation activities

6. Professional practice relevant to consulting on contaminated site issues.
• Adherence to ethical obligations and standards
• Sound project management practices – quality, time, cost
• Legislation relating to contaminated sites including property and planning law
• Health and safety management applied to contaminated site activity
• Writing complete, relevant and understandable technical reports
• Risk communication with all stakeholders including community consultation
• Basics of contract law and contract management
Levels of competency

<table>
<thead>
<tr>
<th>Level of competency</th>
<th>Characterised by</th>
</tr>
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| 1 Inadequate        | • limited or incorrect knowledge of competency element  
                     • no relevant experience  
                     • limited or no ability to apply knowledge and experience to achieve objectives  
                     • lack of awareness of limitation to skills and/or limited ability to identify where solutions might be sought to issues  
                     • poor ability to communicate effectively |
| 2 Basic             | • basic level of knowledge of competency element  
                     • limited relevant experience  
                     • ability to apply knowledge and experience to achieve objectives for simple issues  
                     • awareness of limitation of skills and the ability to identify where solutions might be sought to issues  
                     • ability to communicate effectively within the limits of knowledge |
| 3 Competent         | • sound knowledge of competency element  
                     • broad experience across a range of contaminated site issues  
                     • demonstrated ability to apply knowledge and experience to achieve objectives for a range of common issues  
                     • awareness of limitations of skills and the ability to identify where and how to obtain expert advice for complex issues  
                     • ability to communicate effectively and at a proficient level about typical issues |
| 4 Expert            | • advanced knowledge of competency element  
                     • extensive and varied level of experience, across a range of contaminated site issues  
                     • demonstrated ability to apply knowledge and skills to achieve objectives for complex issues  
                     • awareness of limitations of skills and the ability to work with other experts to attain a solution  
                     • ability to communicate effectively and at a high level about complex issues |
Attachment 3 – Continuing professional development requirements

1. Introduction

Continuing professional development (CPD) is an important component of the CSCP Scheme to promote the continuing improvement and currency of knowledge and skills of practitioners relevant to site contamination practice.

2. CPD requirements

The CSCP Scheme’s CPD requirements seek to incorporate a variety of activities which support the competence of practitioners, including:

- short-course training activities
- attending professional association information events
- participating in conferences, including preparation and presentation of technical papers
- personal study on relevant topics
- providing educational and mentoring activities to other practitioners
- participation in OH&S and management development programs of relevance
- relevant training provided in the course of the applicant’s employment.

It is the practitioner’s responsibility to select the activities which are most appropriate to the development of their career and tailored to their background and employment situation. The activities have been selected to also enable flexibility for those who are not able to access training or professional association type events due to geographical or financial constraints.

At least 20 (of the minimum 50) hours annually of CPD activity, averaged over 3 years, must be directly related to enhancing the practitioner’s competencies as per the Competency Requirements guideline.

Where time is claimed for attendance at an event or training course, evidence of attendance and participation from the event / course organiser is preferred, if available. Further evidence may be requested where the development is solely self-reported.

3. Applicants

Practitioners seeking to become certified are required to submit a statement of CPD together with supporting evidence of 50 hours minimum per year for each of the 3 years prior to application, of the appropriate activities undertaken as per the list in 2 above. In the first year of operation of the CSCP Scheme this requirement will be reduced to demonstrating 50 hours minimum for the year preceding the application.

The information provided for each activity should include:

- description of activity
- date and duration
- provider of training / conference / professional activity
• highlight activities which relate directly to enhancing the competencies required for certification and which satisfy the 20 hours per year requirement.
• indicate where a certificate of attendance or similar is available for an activity and attach copies of certificates.

4. **Certified Practitioners - renewal**

Members of the CSCP Scheme are required to submit a CPD statement together with supporting evidence of at least 50 hours of professional development in the preceding year (this can be averaged over the preceding three years if appropriate), with their application for renewal of membership each year.

The details to be submitted are as in 3 above.

5. **Record verification**

It is expected that sufficient supporting evidence will be provided with the CPD statement however further information may be requested to verify CPD claims from time to time.
Attachment 4 – Complaints and conduct review procedure

Introduction

The CSCP Scheme requires certified practitioners to conduct their activities in accordance with the Scheme’s ethical and professional conduct policy. Instances where practitioners may have operated in breach of the policy are expected to be reported to the CSCP’s executive officer, who will coordinate an investigation in accordance with the review process outlined below.

Notification

Notification of a possible breach of the policy by a certified practitioner should be made by providing a confidential written submission outlining the name of the practitioner and sufficient details of the possible breach to enable a thorough investigation. The notification should be forwarded to the CSCP Scheme’s executive officer together with the name and contact details of the person providing the notification.

Initial review

The executive officer will undertake an initial review of the notification, seek further information regarding the case as appropriate and forward the consolidated information to the NEC for consideration. Where the NEC believes the case may involve a breach of the policy, the NEC will appoint a Panel of one or more members of the NEC (who are clear of any conflicts of interest in the matter) to consider the complaint. A copy of the complaint will be provided to the practitioner who is the subject of the notification. The practitioner will be asked to provide a written response.

Further review

Following receipt of the practitioner’s response, the Panel will consider the evidence provided, seek further evidence where appropriate and will most likely meet with the practitioner where a breach appears to have occurred. The Panel will provide a report of the case and a recommendation for consideration to the NEC.

If it is determined that no further action is required, the executive officer will (at the direction of the National Executive Committee) advise the person who provided the notification of the outcome and reasons for not taking further action.

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2 Submissions will be treated as confidential documents i.e. not for public release, however people lodging a submission will be required to acknowledge that this process requires that the submission will be provided to the practitioner involved, members of the NEC and where required by the review process, to other selected parties.
If the complaint is found to be valid, the National Executive Committee will give consideration to the appropriate action to be taken which may include one or more of the following;

- A warning to the member together with corrective action required for future activities and / or additional professional development
- Suspension of certification for a defined period of time
- Termination of the member’s certification
- Incorporation of a statement regarding the outcome on the CSCP Scheme’s webpage

**Communication of outcome**

The executive officer will provide written notification of the outcome of the review to the practitioner and the person who provided the notification.

Where the NEC reaches an adverse finding, the EPA (or equivalent) in the practitioner’s home state/territory will be notified of the nature of the complaint, the outcome of the NEC’s review and the action being taken.

**Reporting**

The executive officer will maintain a confidential register of all notifications and their outcomes and will provide an annual report to the National Executive Committee.