# Appendix D – Record of site inspection details

This checklist is a prompt to guide Council officers to observe and record details relevant to potential land contamination when undertaking a site inspection. It is not exhaustive and is deliberately generic to enable use across a range of common scenarios.

Inspection conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_\_/\_\_\_\_\_

Arrived on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm Left site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm

|  |  |  |
| --- | --- | --- |
| **Site ID** | **Details** | |
| Site address  Lot/DP |  | |
| Site owner / tenant |  | |
| Contact details (phone & email) |  | |
| Person spoken to onsite (if different to above) |  | |
| Onsite person contact details (phone & email) |  | |
| **Purpose of inspection** | | |
| Response to complaint? | Yes 🞎 | No 🞎 |
| If Yes, record number: | |
| Response to spill/leak? | Yes 🞎 | No 🞎 |
|  | Call 000 if an emergency response is required | |
| Monitoring? | Yes 🞎 | No 🞎 |
| Works being undertaken during visit? | Yes 🞎 | No 🞎 |
| Development application? | Yes 🞎 | No 🞎 |
| Other |  | |
| **Site description** (include photographs where appropriate) | | |
| Current land use and site infrastructure |  | |
| Is UPSS site operating at the time of inspection? |  | |
| Site topography (e.g., steep sloping, flat) |  | |
| Evidence or potential for soil erosion |  | |
| Direction of surface water flow across the site |  | |
| Distance and direction to nearest watercourse |  | |
| Surrounding property land uses |  | |
| **Visual indicators of potential contamination** | | |
| Any areas of exposed, discoloured or stained soil? | Yes 🞎 | No 🞎 |
| If Yes, describe: | |
| Any visibly polluted water observed leaving the site? | Yes 🞎 | No 🞎 |
| If Yes, describe: | |
| Were samples taken? | Yes 🞎 | No 🞎 |
| If Yes, describe: | |
| Any visibly affected vegetation, stressed vegetation or dieback? | Yes 🞎 | No 🞎 |
| If Yes, describe and take photographs: | |
| Any significant odours (not from vent pipes or surface spills)? | Yes 🞎 | No 🞎 |
| If Yes, describe: | |
| Wind direction and distance to closest residential premises |  | |
| **Visual assessment** | **Details** | |
| Any signs of asbestos-containing material (take appropriate action to isolate and use appropriate PPE)? | Yes 🞎 | No 🞎 |
| If Yes, describe and take photographs: | |
| **Imported material / fill** | | |
| Fill or stockpiles present (mark on map)? | Yes 🞎 | No 🞎 |
| Look for disturbed terrain, lumpy or raised areas, and disturbed vegetation | |
| Any evidence of disturbed ground? | Yes 🞎 | No 🞎 |
| If Yes, describe: | |
| Evidence of settlement/subsidence? | Yes 🞎 | No 🞎 |
| If Yes, describe: | |
| Nature/distribution of fill/ stockpile/s (e.g., what was imported, and where was it applied?) | e.g., Is there a section 143 notice? | |
| Is there documentation to support a resource recovery exemption? | e.g., a VENM certificate or consultant waste classification letter | |
| Has any material been removed from the site? | Yes 🞎 | No 🞎 |
| If Yes, detail destination and waste classification documents: | |
| **Potential use and storage of chemicals** | | |
| Any presence of waste/chemical containers? |  | |
| Details and condition of chemical storage area | Concrete hardstand / bunded / isolated from rainfall / surface water flows? | |
| Location and condition of all visible features, including foundations, tanks, pits, well and bores |  | |
| Is an appropriate spill recovery kit on site? | Yes 🞎 | No 🞎 |
| **Potential for regulatory response** | | |
| Is the contamination contained within the site? |  | |
| Is there a potential for contamination to move offsite (soil, water or significant air)? |  | |
| Add any properties affected by actual or potential contamination to Council’s contaminated land register |  | |
| Does it trigger the duty to notify the EPA (under section 60 of the *CLM Act*) or ARA (under Part 5.7 of the *POEO Act*)? |  | |
| Is Council aware of other pollution incidents at the site? |  | |
| **Other comments** | | |
|  | | |
| **Recommended actions** | | |