

SUPPLEMENTARY INFORMATION (APPENDICES)

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 <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, record number:	
Response to spill/leak?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Call 000 if an emergency response is required	
Monitoring?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Works being undertaken during visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Development application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		

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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 <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, describe:
Any visibly polluted water observed leaving the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, describe:
Were samples taken?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, describe:
Any visibly affected vegetation, stressed vegetation or die back?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, describe and take photographs:
Any significant odours (not from vent pipes or surface spills)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, describe:
Wind direction and distance to closest residential premises	

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VISUAL ASSESSMENT	DETAILS	
Any signs of asbestos-containing material (take appropriate action to isolate and use appropriate PPE)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, describe and take photographs:	
IMPORTED MATERIAL / FILL		
Fill or stockpiles present (mark on map)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Look for disturbed terrain, lumpy or raised areas, and disturbed vegetation	
Any evidence of disturbed ground?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, describe:	
Evidence of settlement/subsidence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	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 <input type="checkbox"/>	No <input type="checkbox"/>
	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?	

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POTENTIAL USE AND STORAGE OF CHEMICALS (CONT.)	
Location and condition of all visible features, including foundations, tanks, pits, well and bores	
Is an appropriate spill recovery kit on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <i>CLM Act</i>) or ARA (under Part 5.7 of the <i>POEO Act</i>)?	
Is Council aware of other pollution incidents at the site?	
OTHER COMMENTS	
RECOMMENDED ACTIONS	