

---

**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 14 OCTOBER 2020**  
**REPORTS TO COUNCIL – GENERAL MANAGER**

---

**1. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS RETURNS**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture

---

**Executive Summary**

This report is presented to Council in accordance with legislative requirements. All Councillors and designated persons have completed and lodged their returns by due date.

---

**Report**

Councillors and designated persons are required to lodge a Pecuniary Interest and Other Matters Return with the General Manager within 3 months of becoming a Councillor or designated person, and thereafter prior to 30 September each year.

The General Manager is required to keep a register of returns, and these need to be tabled at the first meeting of the Council after the last day for lodgement, being 30 September.

It is noted that all Councillors and designated persons have completed and lodged their returns by due date.

Section 449(3) of the Local Government Act 1993 states that a Councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months of becoming a Councillor or designated person, a return in the form prescribed by the regulations.

**Financial Implications**

Nil

**Legal and Regulatory Compliance**

Sections 449 and 450 of the Local Government Act 1993

**Risk Management Issues**

Nil – returns have been completed and lodged with the General Manager and these are tabled at the meeting in accordance with legislative requirements.

**Internal/External Consultation**

Consultation with Councillors and Designated Persons

---

**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 14 OCTOBER 2020**  
**REPORTS TO COUNCIL – GENERAL MANAGER**

---

**1. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS RETURNS (Cont'd)**

Attachments

Nil

**RECOMMENDATION**

That the information be noted.

---

**2. OFFICE CLOSURE**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	DP – 4.2.2.1 – Provide policies, programs and initiatives that support employee work/life balance

---

**Executive Summary**

This report is presented to Council to consider closing the Council Chambers and Council's Customer Service and Payments Centre from 5.00 pm Tuesday 22 December 2020 to 8.30 am Wednesday 6 January 2021.

---

**Report**

Council has a Closure of Council Facilities Over Christmas/New Year Period Policy which allows for the closure of the Depot facilities, Council Chambers, and Customer Service and Payments Centre during the period between Christmas Day and New Year's Day. All other facilities (including Swimming Pools and Waste Depots) are closed on Christmas Day and re-open during the rest of the Christmas and New Year period but may operate with changes to the hours of operation. Council continues to provide essential services to ensure the health and safety of the community i.e. kerbside garbage collection, CBD cleaning and cleaning of public facilities e.g. toilets, BBQs.

Staff leave liabilities increase in value every year in line with the statutory wage increases. In order to reduce staff leave balances and leave liability costs and to support employee work/life balance, it is recommended closing the Customer Service and Payments Centre and Council Chambers from 5.00 pm Tuesday 22 December 2020 and reopening at 8.30 am Wednesday 6 January 2021.

Council will still provide appropriate on-call officers to respond to urgent maintenance work or emergency situations.

---

**NARROMINE SHIRE COUNCIL  
ORDINARY MEETING BUSINESS PAPER – 14 OCTOBER 2020  
REPORTS TO COUNCIL – GENERAL MANAGER**

---

## **2. OFFICE CLOSURE (Cont'd)**

### ***Financial Implications***

Organisational leave liabilities must be managed at sustainable levels for minimum impact on funds in reserve required for other organisational requirements.

### ***Legal and Regulatory Compliance***

Local Government (State) Award

### ***Risk Management Issues***

Maintaining staff health and wellbeing is critical to a productive working environment. Given that the Government and commercial sectors close for several weeks over Christmas/New Year, Council's contracted projects will be unaffected by the proposed closure.

### ***Internal/External Consultation***

Employee consultation

### **Attachments**

Nil

## **RECOMMENDATION**

That Council's Customer Service and Payments Centre and Council Chambers close Wednesday 5.00 pm 22 December 2020 and reopen Wednesday 8.30 am 6 January 2021.

---

## **3. LEASE OF LOT 21 DP 1077239**

<b>Author:</b>	Director Governance
<b>Responsible Officer:</b>	General Manager
<b>Link to Strategic Plan:</b>	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed

---

### **Executive Summary**

This report is presented to Council to consider the request to lease a portion of unused land, and set a lease fee.

---

---

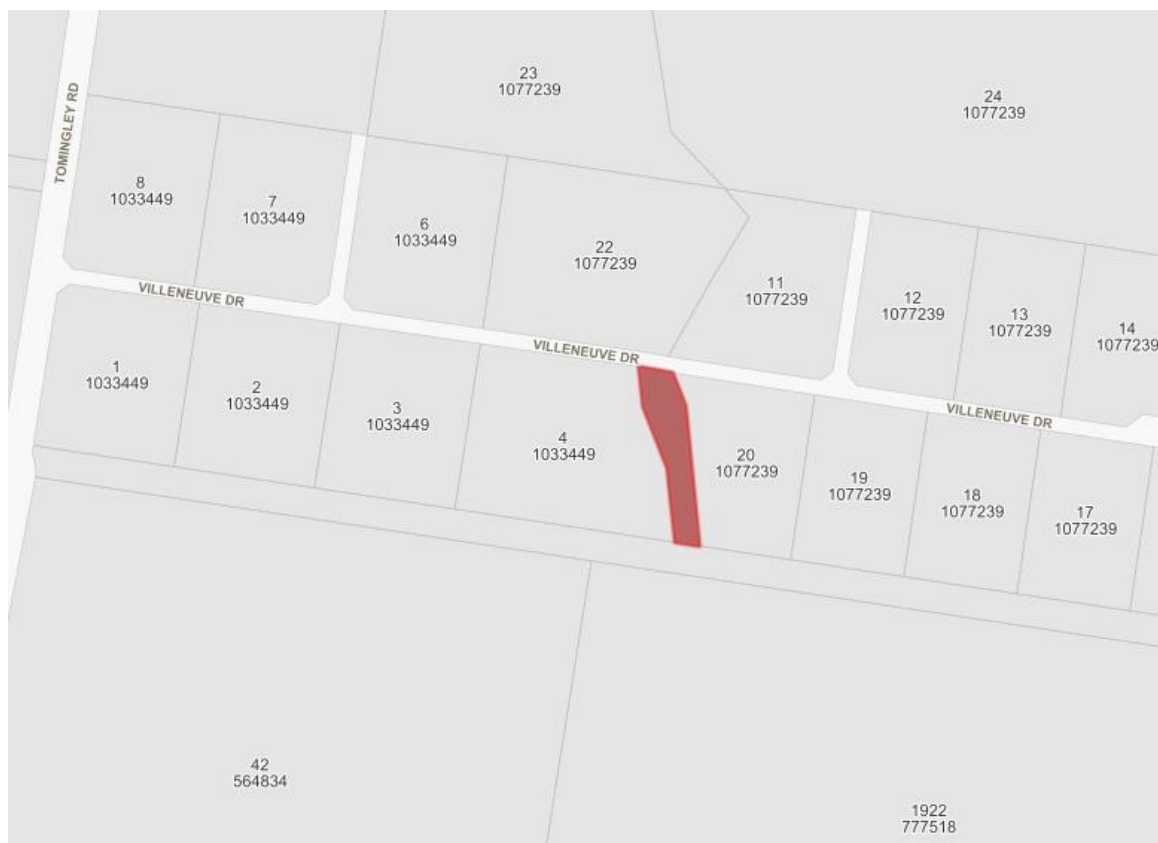
**NARROMINE SHIRE COUNCIL  
ORDINARY MEETING BUSINESS PAPER – 14 OCTOBER 2020  
REPORTS TO COUNCIL – GENERAL MANAGER**

---

**3. LEASE OF LOT 21 DP 1077239 (Cont'd)**

**Report**

Council has received a request to lease Lot 21 DP 1077239 for grazing purposes (see location below). The lessee (adjoining owner) would be responsible for ensuring adequate fencing of the area with gateway access. This lot has a registered easement for drainage and is approximately 9293m<sup>2</sup>. Council will reserve the right to access the land if required.



***Financial Implications***

It is proposed that commencing rental be \$557.70 per annum (including GST), with annual CPI increments applied thereafter.

***Legal and Regulatory Compliance***

A short-term lease agreement will need to be entered into between the lessee and Council. It is proposed that the term of the agreement be for 3 years.

---

**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 14 OCTOBER 2020**  
**REPORTS TO COUNCIL – GENERAL MANAGER**

---

**3. LEASE OF LOT 21 DP 1077239 (Cont'd)**

***Risk Management Issues***

The lessee will be required to take adequate public liability coverage of the area leased, noting Narromine Shire Council as an interested party. The lessee is also responsible for ensuring the fencing is stock proof.

***Internal/External Consultation***

Consultation with Infrastructure and Engineering Services Department

Attachments

- Nil

**RECOMMENDATION**

That Lot 21 DP 1077239 be leased for grazing purposes for a 3-year period at a rental of \$557.70 per annum (GST inclusive with annual CPI increments to be applied thereafter).

---

**4. INCIDENT MANAGEMENT POLICY AND PROCEDURES**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture

---

**Executive Summary**

This report is presented to Council to consider adopting the revised Incident Management Policy and Procedures.

---

**Report**

Council's Incident Management Policy and Procedures provides guidance in the management of incidents and the provision of direct and acceptable evidence in the event of litigation.

The policy is based on Statewide Mutual's Best Practice Manual – *Gathering Information for Incident Management*. The procedures are based on Statewide Mutual's Guidance Notes – *Investigation of Road Incidents*.

#### **4. INCIDENT MANAGEMENT POLICY (Cont'd)**

The policy which was considered and adopted by Council at its Ordinary Meeting held in December 2015, is now due for revision. Suggested amendments to the policy have been marked in red for ease of reference (**See Attachment No 1**). The majority of the amendments reflect change of process from manual form to electronic form submission.

##### ***Financial Implications***

Failure to provide records that are concise, complete, accurate, authenticated and dated, in a form admissible and acceptable to Court and able to be produced in as short a time as possible in the defence of public liability and professional indemnity claims, may result in substantial financial losses to Council.

##### ***Legal and Regulatory Compliance***

*NSW Civil Liability Act 2002* - makes provision for the recovery of damages for death or personal injury caused by the fault of a person.

*NSW Evidence Act 1995* - this Act sets out the rules of evidence.

*Local Government Act 1993* - Section 739A requires Council to retain, preserve and destroy records with any approved standards.

*State Records Act 1998* - imposes duties of each public office to comply with the Act in regards to keeping of records

*Privacy and Personal Information Protection Act 1998* - provides for the protection of personal information and for the protection of the privacy of individuals generally.

Statewide Mutual's Best Practice Manual - *Gathering Information for Incident Management*

Statewide Mutual's Guidance Notes - *Investigation of Road Incidents*

##### ***Risk Management Issues***

Council will be faced with various types of incidents which may lead to injuries or property damage that may give rise to claims against Council. Council must therefore have a systematic process established to guide staff in responding to potential claims in a standardised, professional and coordinated manner.

##### ***Internal/External Consultation***

Consultation with Executive Leadership Team.

##### **Attachments**

- Revised Incident Management Policy and Procedures

#### **RECOMMENDATION**

That the revised Incident Management Policy and procedures be adopted.

## **5. OVERGROWN AND UNTIDY PROPERTY POLICY**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture CSP – 3.2.2 Ensure regulatory compliance with environmental legislation

---

### **Executive Summary**

This report is presented to Council to consider adoption of the Overgrown and Untidy Property Policy.

---

### **Report**

Council receives numerous customer service requests regarding overgrown vegetation and untidy privately-owned properties within its local government area.

The Local Government Act only allows Councils to take enforcement action (Order No 21) when overgrown vegetation creates unhealthy or unsafe conditions. The Act and related regulations used for enforcement of overgrown vegetation does not provide a definition or prescriptive requirements for this type of health and safety matter, which leads to inconsistencies.

At present, Council does not have a policy that specifies the conditions to trigger enforcement actions under the Order.

Accordingly, the attached draft policy provides the accepted criterion for deeming overgrown vegetation and unsightly properties as unhealthy/unsafe (**See Attachment No. 2**). It will enable authorised officers to assess conditions against the criteria outlined, and to ascertain whether enforcement action should be taken under Order No 21. The policy also ensures that native vegetation communities and waterways, including riparian corridors, are not negatively impacted by the removal of overgrown vegetation.

It is noted that hoarding can have significant impacts on people living in the affected home and also on the neighbouring residents and properties. There can be a range of complex reasons for this behaviour and these issues often take a long time to resolve. Council may only take action if it determines there is a risk to public health.

Council will not respond to customer service requests in relation to potential fire risk of overgrown vegetation in rural areas. These requests need to be directed to the NSW Rural Fire Service.

## **5. OVERGROWN AND UNTIDY PROPERTY POLICY (Cont'd)**

### ***Financial Implications***

Council has limited resources for compliance activities. This policy services to provide a responsive and proportionate framework for compliance and enforcement decisions in relation to overgrown and untidy properties within the Narromine Local Government Area.

If the owner of the property, or the responsible person, does not have a reasonable excuse and does not complete the work that is required in the Notice within the specified timeframe, Council or a Council contractor may be appointed to enter the property and complete the works to remove the public health risk. The cost incurred by Council in completing these works will be invoiced to the property owner or person responsible.

### ***Legal and Regulatory Compliance***

Council can only take action in relation to overgrown and untidy properties where it has become a public health or safety risk.

### ***Risk Management Issues***

Overgrown or unsightly properties can be a nuisance and a danger to neighbours and the community. All residents have a responsibility to keep their properties neat and tidy and to improve the appearance of our community, remove harbourage for vermin to breed and reduce health risks.

This policy provides the criterion to trigger enforcement actions.

### ***Internal/External Consultation***

Under Section 160 of the Local Government Act, Council must give at least 28 days public notice of a draft local policy concerning orders and allow no less than 42 days for submissions to be made to Council.

Council will then consider the draft policy and any submissions received for final adoption.

### **Attachments**

- Draft Overgrown and Untidy Property Policy

## **RECOMMENDATION**

That the attached Draft Overgrown and Untidy Property Policy be placed on public exhibition for a period of 28 days, allowing 42 days for public submissions to be made to Council.



**6. LEASE FEE – LOT 123 DERRIBONG STREET, NARROMINE**

<b>Author</b>	Director Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.3.4 – Ensure Council's property assets are monitored and well managed

---

**Executive Summary**

This report is presented to Council to consider setting a lease fee for the renewal of the existing lease of Lot 123 Derribong Street, Narromine.

---

**Report**

Council has leased vacant land known as Lot 123 Derribong Street, Narromine for a number of years for the purpose of storage and display of goods.

The existing lease agreement expired 9 September 2020 and will need to be renewed for a further 2-year period. Council has not used the vacant block for many years and does not require the use of the block for its own purposes in the short term.

Current rental charged is \$227.18 per month (GST inclusive) which equates to \$2,726.16 per annum.

**Financial Implications**

Current rental charged is \$227.18 per month (GST inclusive). It is proposed that the annual CPI be applied.

**Legal and Regulatory Compliance**

The existing lease expired 9 September 2020. Council will need to determine the new lease fee should it wish to continue leasing the vacant block.

**Risk Management Issues**

The lessee is responsible for taking out appropriate public liability coverage in respect of the area leased from Council.

**Internal/External Consultation**

The existing lessee has advised they wish to renew the lease for a further 2-year period.

---

**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 14 OCTOBER 2020**  
**REPORTS TO COUNCIL – GENERAL MANAGER**

---

**6. LEASE FEE – LOT 123 DERRIBONG STREET, NARROMINE (Cont'd)**

Attachments

Nil

**RECOMMENDATION**

That the rental for the lease of Lot 123 Derribong Street, Narromine be \$224.83 per month (inclusive of GST) commencing 10 September 2020 with the annual CPI increments to be applied after the first 12-month period.

---

**7. CONTAMINATED LAND POLICY**

<b>Author</b>	Director Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 3.2.2 Ensure regulatory compliance with environmental legislation

---

**Executive Summary**

This report is presented to Council to consider reviewing the amended Contaminated Land Policy.

---

**Report**

The Environment Protection Authority (EPA) is the State body that regulates contaminated land under the *Contaminated Land Management Act 1997*; however, Council has a responsibility to ensure that when exercising its statutory planning functions in relation to the development of contaminated land, all relevant information is considered.

The Contaminated Land Policy provides guidance to Council on how it will carry out its planning functions and gives a local context for decision making in relation to contaminated land.

Council adopted a Contaminated Land Policy in 2016, which was subsequently revised by Council in 2018. The Policy is due for a further review. Accordingly, a revised version of the Policy is attached for Council's consideration (**See Attachment No. 3**). Amendments reflect recent changes to the Environmental Planning and Assessment Act 1979.

## **7. CONTAMINATED LAND POLICY (Cont'd)**

### ***Financial Implications***

Nil

### ***Legal and Regulatory Compliance***

The policy is intended to supplement and should be read together with *the Managing Land Contamination Planning Guidelines SEPP 55 – Remediation of Land (1998)*, with reference to section 10.7 of the *Environmental Planning and Assessment Act 1979*.

Other relevant legislative provisions include: -

- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Regulation 2000*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (Waste) Regulation 2014*
- *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019*
- *National Environmental Protection (Assessment of Site Contamination) Measure 1999*
- *Narromine Local Environmental Plan 2011*

### ***Risk Management Issues***

Compliance with legislative responsibilities.

The Policy provides strategic and statutory planning options based on information about land contamination.

### ***Internal/External Consultation***

The policy is based on the Central West Councils Regional Contaminated Land Policy Template, developed with assistance from the NSW Government through the EPA's Contaminated Land Management Program.

### **Attachments**

- Revised Contaminated Land Policy

## **RECOMMENDATION**

That Council adopt the revised Contaminated Land Policy as attached to the report.

Jane Redden  
**General Manager**



# **INCIDENT MANAGEMENT POLICY & PROCEDURES**

*Adopted By Council 9 December 2015 (Resolution No 2015/345)*

## **Introduction**

Narromine Shire Council will be faced with various types of incidents which may lead to injuries or property damage that may give rise to claims against Council.

It is essential that Council has a systematic process established which guides Council staff in responding to such incidents in a standardised, professional and co-ordinated manner.

## **Purpose**

This policy provides guidance in the management of incidents and the provision of direct and acceptable evidence in the event of litigation.

## **Scope**

This policy applies to all Council employees, Councillors, Contractors and Visitors.

## **Definition of an Incident**

An incident is defined as "subordinate or accessory event; event, occurrence; detached event attracting general attention; something that occurs casually in conjunction with something else" - *Statewide Mutual*

Listed below are some examples of types of incidents or complaints that may result in a claim against Council:-

## **Types of Incidents**

### **Work Health and Safety**

- Work related injury or illness to Council employees, volunteers, contractors

### **Public Liability**

- Traffic incident at council controlled road works
- Traffic incident on council controlled road network
- Injury or illness to member of the public at council controlled facility or infrastructure
- Injury, illness, loss or damage suffered by member of the public as a result of actions or activities of council staff, volunteers or contractors.

### **Professional Indemnity**

- Loss or damage suffered by member of the public as a result of a Development Application determination
- Loss or damage suffered by member of the public as a result of issue of a Certificate
- Loss or damage suffered by member of the public as a result of technical design or advice supplied by council.

### **Property**

- Any occurrence of a workplace emergency
- Any occurrence of implementation of the Business Continuity Plan
- Any failure of plant or equipment
- Any loss or damage to fleet, equipment or property asset from actions of staff, volunteers, contractors, visitors or members of the public.

### **Legislative Compliance**

- Any failure in legislative compliance.

### **Environmental**

- ~~Any incident involving an environmental spill at council controlled facility or workplace~~ Any decision or action of Council which contributes to an environmental incident.

### **Financial**

- Any occurrence of fraud or misappropriation
- Any occurrence of major cost over-run
- Any occurrence of failure in debtor, creditor and investment control systems.

### **Governance**

- Any occurrence of failure in Code of Conduct
- Any occurrence of fraud or misappropriation
- Any occurrence of significant reputation loss
- Any occurrence of project management failure
- Any occurrence of Privacy Principles failure.

### **Types of Claims**

**Workers Compensation Claim** – covering work related injury or illness suffered by Council staff.

**Public Liability Claim** – covering injury, illness, loss or damage suffered by a member of the public resulting from Council negligence, commission or omission.

**Professional Indemnity Claim** – covering injury, illness, loss or damage suffered by a member of the public resulting from Council negligence, commission or omission in technical advice or professional design or service delivery.

**Property Claim** – covering damage or loss to Council fleet, equipment or property assets.

### **Incident Reporting and Investigations**

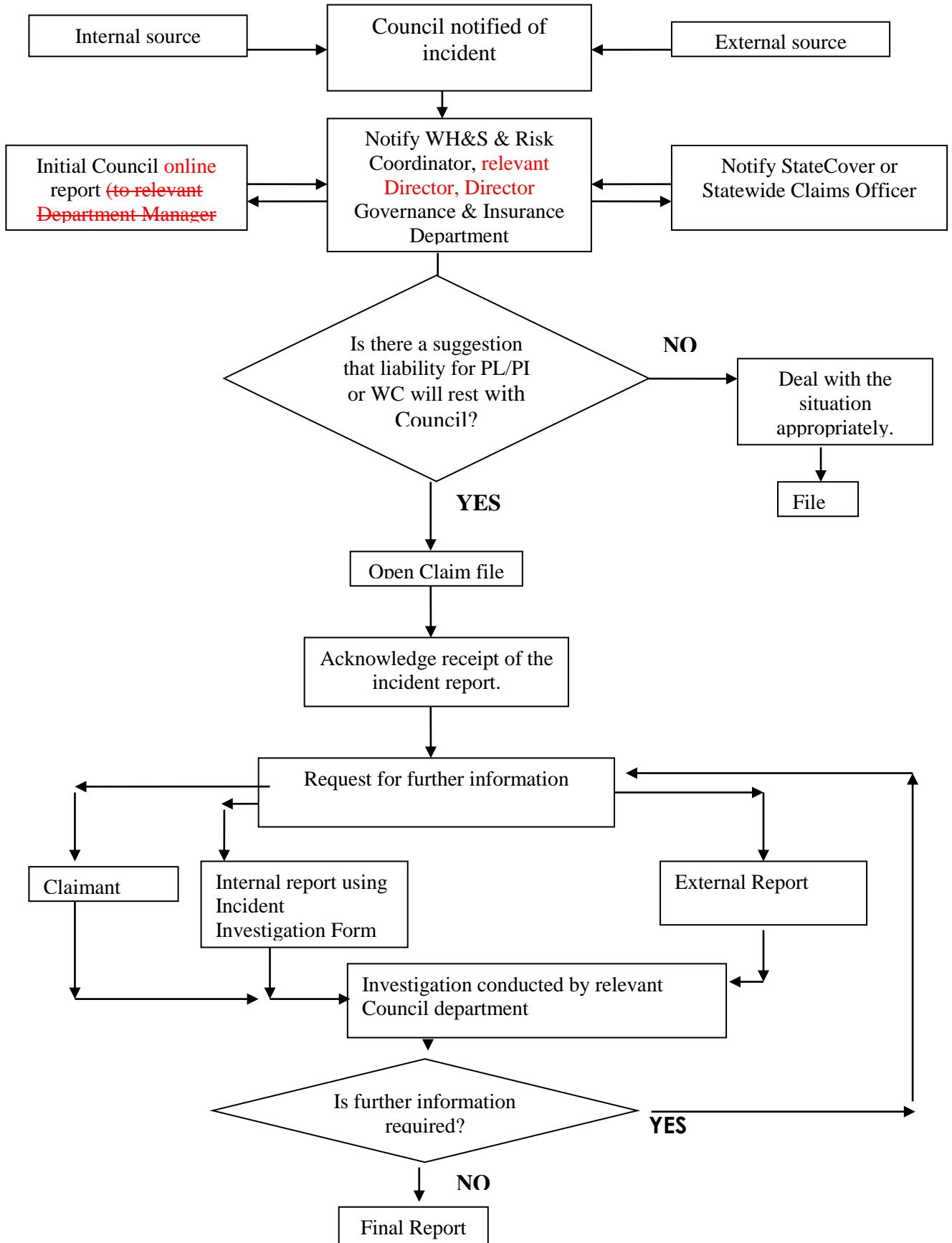
All incidents (including near misses and identified potential hazards) must be reported within 24 hours ~~to Council's WH&S and Risk Coordinator~~ using the ~~online reporting forms.~~ ~~standard "Accident/Incident Report Form" (see Attachment No. 1).~~ ~~Books containing copies of these forms are located in each Council office and works depot.~~

Whether further investigation of an incident is required, will be determined by the WH&S and Risk Coordinator in consultation with the relevant Council Manager ~~and the Manager Corporate Governance~~, using a process summarised in the following flow chart:

Note - the flow chart is not intended to define the total process in dealing with a report of an incident or complaint, irrespective of type, but rather it deals with the process of claims administration.



**Incident Recording Flow Chart**



## Flow Chart Explanatory Notes

### 1. Incident Notification

Council can be notified about an incident or complaint by a variety of sources, both external and internal. The imperative is to record the incident or complaint into a system where the future processing and treatment actions can be traced.

### 2. Appropriate Officer

The WH&S & Risk Co-ordinator and **Director** Governance must be notified if the incident or complaint has the potential to result in a Public Liability or Professional Indemnity Claim. If the incident is related to staff Work Health and Safety, then the WHS and Risk Coordinator must be advised. If work related injury or illness has occurred the **Executive** Manager Human Resources will also become involved.

### 3. Claim or Liability

**NO** – Even if there appears to be no potential for a claim to arise in the future, all associated facts, records and documents should be collated and placed on file and stored indefinitely. If the incident involved a motor vehicle on a council controlled road within the LGA, the details stipulated in Statewide Mutual's Guidance Note Investigation of Road Incidents must be followed (see attached procedure for summary of information).

**YES** – Council must advise their relevant Claims Officer and Account Manager. All associated facts, statements, records and documents are to be collated and placed on a Claim File. If the incident involved a motor vehicle on a council controlled road within the LGA, the details stipulated in Statewide Mutual's Guidance Note Investigation of Road Incidents must be followed (see attached procedure for summary of information).

### 4. Investigations

Any investigations, Factual or Discovery Order compilation must be undertaken as required. Council may choose to inform their Legal Advisor, certain records of council may be subject to Legal Privilege. If legal privilege is exercised then strict record confidentiality must be maintained to preserve that privilege (refer to Statewide Mutual's Guidance Note - GIPA and Legal Professional Privilege for further information).

### 5. Reporting

Any reports compiled, either internally or externally are to be treated as confidential information and placed on the appropriate file and stored indefinitely.

It will be an advantage to Council if all related records are captured and stored electronically.

### **Incident Reporting and Investigations (Cont)**

Where further information about an incident is required, the investigation will be conducted and reported using the standard "Incident Investigation" pro forma (see **Attachment 1**).

Any incidents involving a motor vehicle on a Council controlled road within the LGA must be reported on as per the attached procedures and in accordance with Statewide Mutual's Guidance Note - Investigation of Road Incidents.

### **Related Council Policies and Procedures**

Document and Data Control Procedure

### **Legislative Requirements**

Local Government Act 1993, section 739A

*Requires Councils to retain, preserve and destroy its records in accordance with any approved standards.*

State Records Act 1998

Privacy and Personal Information Protection Act 1988

Work Health and Safety Act 2011

Civil Liability Act 2002

Roads Act 1993

---

Prepared by:	Corporate and Community Services Department
Date Adopted:	First Adopted 16 March 2010, Second revision adopted 9 December 2015
Version No:	2.0
Review Date:	November 2019

## **PROCEDURES**

### **Investigation of Road Incidents - Non-Roadwork Site**

#### **Definition**

A road incident is defined as

"Any incident that occurs on a Council managed road or roadwork site that involves or potentially involves public person, or property" - *Statewide Mutual*

#### **Scope**

For any Council officers involved in road maintenance and construction activities, and staff involved in investigating road related incidents and collating records that may potentially be used as evidence in defence of a claim against Council.

#### **Procedural Approach**

1. Take photographs of the area and with each photograph note:
  - (a) date taken
  - (b) time taken
  - (c) by whom taken (not just a signature but name and position within Council at that time)
  - (d) a description of the location of the photograph (i.e. 100 m west of accident location etc)
  - (e) if the photograph is of something small, use something familiar alongside that object to gauge size by.

The photographs should start from a reasonable distance from the accident along the path which the vehicle travelled prior to the accident. Also, there should be some point of reference in each photograph e.g. a tree, a guidepost, traffic sign etc.

Photographs should attempt to show the environmental conditions present at the time of the incident, e.g. shadows, restrictions to visibility from trees, embankments etc, or if clear visibility to show this as best as possible.

Printed photographs should have written on the back:

- date they were taken
- description of the scene shown in it
- signed by the photographer, with printed name and position within Council.

All digital photographs or videos should be downloaded to a CD attached to this statements.

*On (date) I attended (location) and took the photographs on the CD attached to this statement.*

The photographer should set out his/her name, position and name of Council and sign the document.

Generally, the more photographs the better is the rule, especially if someone has been critically injured or killed.

2. Details of the road status (i.e. Council/RMS) and date of construction (if known) or date of transfer to Council (if relevant).
3. A statement confirming that Council is the maintenance authority (i.e. by itself or pursuant to some agreement by the RMS etc).
4. A recording of the prevailing weather details of the date of accident, and 24 hours preceding date of accident.
5. A detailed record of the traffic levels, including heavy vehicle movements and pedestrian movements (if known).
6. A note indicating the speed limit applicable at the location of the accident. This could be supported by a photograph of the nearest speed sign, including note on distance and direction of the sign(s) to the accident site.
7. Details of all inspection reports of the subject area for the 5 years prior to the date of the accident.
8. A listing of all records of complaints, minutes of any meetings discussing the road and its conditions etc for 5 years prior to the date of the accident.
9. A map marked with all traffic signals warning signs etc. in the vicinity of the incident and photographs of those if possible.
10. Plan of the accident area marked with skid marks, accident debris etc.
11. Police should be requested to provide copies of any statements or other information they have obtained. This is a legitimate request for the road authority to make given their stake hold in wanting to know how the accident occurred. Often these sort of requests are best made by Council's representative on the Traffic Advisory Committee to the police representative.
12. Statements should be taken from all relevant Council witnesses.
13. Details of any witnesses to the accident or names and addresses of the people who were on site immediately after the accident.
14. Photographs of the damaged vehicle (for any accident reconstruction required later).
15. Registration details of the vehicle or vehicles involved in the accident.
16. All information gathered needs to be created and securely stored in electronic format and managed for use as evidence.

## **PROCEDURES**

### **Investigation of Road Incidents - Roadwork Site**

#### **Definition**

A road incident is defined as

"Any incident that occurs on a Council managed road or roadwork site that involves or potentially involves public person, or property" - *Statewide Mutual*

#### **Scope**

For any Council officers involved in road maintenance and construction activities, and staff involved in investigating road related incidents and collating records that may potentially be used as evidence in defence of a claim against Council.

#### **Procedural Approach**

1. Take photographs of the area and with each photograph note:
  - (a) date taken
  - (b) time taken
  - (c) by whom taken (not just a signature but name and position within Council at that time)
  - (d) a description of the location of the photograph (i.e. 100 m west of accident location etc)
  - (e) if the photograph is of something small, use something familiar alongside that object to gauge size by.

The photographs should start from a reasonable distance from the accident along the path which the vehicle travelled prior to the accident. Also, there should be some point of reference in each photograph e.g. a tree, a guidepost, traffic sign etc.

Photographs should attempt to show the environmental conditions present at the time of the incident, e.g. shadows, restrictions to visibility from trees, embankments etc, or if clear visibility to show this as best as possible.

Printed photographs should have written on the back:

- date they were taken
- description of the scene shown in it
- signed by the photographer, with printed name and position within Council.

All digital photographs or videos should be downloaded to a CD attached to this statements.

*On (date) I attended (location) and took the photographs on the CD attached to this statement.*

The photographer should set out his/her name, position and name of Council and sign the document.

Generally, the more photographs the better is the rule, especially if someone has been critically injured or killed.

2. Copies of the traffic control plan, including details of the precise locations of any signs and other traffic control measures in relation to the incident site. Any alterations that had been made to the positioning of these traffic control measures over the course of the project should be recorded. Evidence of inspection of these traffic control measures is required.
3. Any photographs taken during the course of the road works.
4. All diaries and diary entries kept during the course of the road works.
5. Complete copies of the road works file.
6. Details of all contracts for the road works plus certificates of currency re insurance details.
7. Statements of all relevant Council Road Engineers, Director of Technical Services (or equivalent) and any other people who supervised the works, including the nature of their involvement in the day to day activities, etc.
8. Identify all Council employees on site at the time of the incident, or the staff working on the last shift prior to the incident, if incident is outside work hours.
9. Define/describe the nature of the work being carried out at the time of the incident.
10. Plan of the accident area marked with skid marks, accident debris etc.
11. Police should be requested to provide copies of any statements or other information they have obtained. This is a legitimate request for the road authority to make given their stake hold in wanting to know how the accident occurred. Often these sort of requests are best made by Council's representative on the Traffic Advisory Committee to the police representative.
12. Statements should be taken from all relevant Council witnesses.
13. Details of any witnesses to the accident or names and addresses of the people who were on site immediately after the accident.
14. Photographs of the damaged vehicle (for any accident reconstruction required later).
15. Registration details of the vehicle or vehicles involved in the accident.
16. All information gathered needs to be created and securely stored in electronic format and managed for use as evidence.

**NARROMINE SHIRE COUNCIL ACCIDENT/INCIDENT REPORT FORM**  
**THIS FORM IS TO BE COMPLETED FOR ANY INCIDENT, ACCIDENT, NEAR MISS OR IF A HAZARD IS IDENTIFIED THAT COULD PRODUCE AN INJURY.**

Please tick: Employee  Contractor  Visitor

Name..... Phone Number ..... DOB .....

\*Occupation: ..... \*Department/Organisation .....  
\* If applicable.

**Incident/Accident/Near Miss Details:**

Date occurred: \_\_\_/\_\_\_/\_\_\_ Time occurred: .....am/pm  
Date reported to supervisor : \_\_\_/\_\_\_/\_\_\_ Time reported: .....am/pm

Incident occurred: (Please tick)  
At workplace: during work  during break  Journey: during work  to work   
from work

Describe the incident: (what happened) .....

Describe the causes of the incident: (why did it happen) .....

Was safety equipment provided: Yes/No Was safety equipment being used: Yes/No  
Name and contact details of witness/s: .....

**PAGE TO BE REMOVED**

**Injury Details**

Has the incident resulted in an injury Yes/No

Body part affected: ..... Type of Injury .....  
Treatment received (tick if applicable) First Aid  Hospital  Doctor  Other   
Person providing treatment .....

Signed ..... Date .....

**Manager/Team Leader Section**

Manager /Team Leader informed of incident: .....

Date/Time Manager/Team Leader informed: .....

Signed ..... Date .....

Do you think there will be time lost as a result of this injury: Yes/No How Long? .....

Does the employee wish to claim Workers Compensation for this injury: Yes/No If yes the injured employee must complete a Workers Compensation Form. Forms are available from the Human Resources Manager.

HR Manager notified of injury (All injuries must be reported within 24 hours or next working day .....

Date notified ..... Date reported to Health & Safety Committee.....

Action Required .....

Action Taken .....

Date Action Taken .....



**NARROMINE SHIRE COUNCIL INCIDENT INVESTIGATION FORM**

To be used for any incident which may result in a third party public liability claim

**Investigation Details**

Investigating Officer ..... Position in Council .....

Date of investigation ..... Time of Investigation (24 hr) .....

**Details of Injured/Involved Person**

Full Name..... Address .....

Contact Number ..... DOB .....

Gender Female  Male

**Incident/Accident Details**

Date of Incident ..... Time of Incident (24 hr) .....

**Location where incident occurred** .....

**Description of incident** (attach photographs where possible)

.....  
.....  
.....  
.....

**Diagram of incident** (if possible) - include skid marks, accident debris etc

**Description of scene** (attach photographs where possible) .....

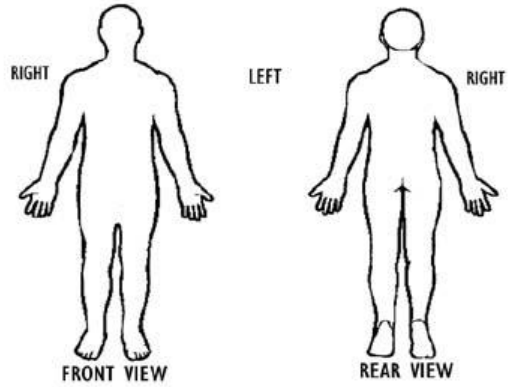
.....  
.....

**Environmental conditions at time of incident** (wind direction, wet/dry, light/dark, fog/clear, shadows, approaches, drains, verges, restrictions to visibility etc)

.....  
.....  
.....

**Details of injury sustained** (if applicable)

.....  
.....  
.....  
.....  
.....  
.....  
.....



**Description of treatment given at scene of incident** (if applicable)

First Aid  Medical Treatment  Hospitalisation

**Police Report/Ambulance/Hospital Details** (if applicable)

.....  
.....

**Details of Council Property Involved** (*attach photographs where possible*)

.....  
.....  
.....

**Details of all vehicles involved** (whether damaged or not) - include registration nos. *Attach photographs of damaged vehicles where possible*

.....  
.....  
.....

**Witnesses** (full names, addresses and contact nos)

.....  
.....  
.....

**People on site immediately after incident** (full names, addresses and contact nos)

.....  
.....  
.....

**Council employees** (working in the area at the time of the incident) .....

.....  
.....

(working on the last shift prior to the incident if the incident was outside work hours)

.....  
.....

**Type of work undertaken by Council employees** (at time of incident). *Attach photographs where possible. Attach copies of traffic control plans, including details of precise locations of any signs and other traffic control measures in relation to the incident site.*

.....  
.....  
.....  
.....

**Signs Schedule** (include any signs erected by other authorities). *Attach copy of Traffic Control Plan if relevant.*

Date of erection of signs .....

Date of last inspection .....

Attendance of appropriate authority (Name, region) .....

.....  
.....

**Photographs**

Photographs must note the date, time taken and by whom taken (include name and position within Council), description of location (e.g. 100m west of incident). If the photograph is of something small, use something familiar alongside that object to gauge size by. Photographs should start from a reasonable distance from the incident along the path which the vehicle travelled prior to the incident (if relevant). Include a reference point in each photograph e.g. a tree, a guidepost, traffic sign etc. Photographs should attempt to show the environmental conditions present i.e. shadows, restrictions to visibility from trees, embankments, drains, verges etc. See procedures for further information.

**Photograph Schedule**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....
- 7. ....
- 8. ....
- 9. ....
- 10. ....

**Measurements**

Record all measurements as accurately as possible. These may include heights, lengths or widths of objects, obstructions, holes etc).

**Causal Factors** - events and conditions that contributed to the accident

**Corrective Actions** (actions that have been, or will be taken to prevent recurrence if appropriate)

Has corrective action been implemented and verified? Yes/No

.....  
**SIGNATURE** **DESIGNATION**

**This report (together with any attachments) is to be provided to the relevant Director within 48 hours of notification of incident to Council.**

Date notified .....

Confirmation of Receipt ..... (Signature of Director)

Action Required .....

Date Action Taken .....

**Following receipt by Director, the report is to be provided to the Director Governance for insurance notification purposes.**

Date notified .....

Confirmation of Receipt ..... (Signature of Director)

Date Insurers Notified .....



# Overgrown and Unsightly Property Policy

## 2020

Responsible Department	Prepared By	Date First Created	Approved	Review Date	Review period
Governance	Manager Health Building and Environmental Services	October 2020		October 2024	4 years

## 1. INTRODUCTION

An overgrown or unsightly property can be both a nuisance and a danger to neighbours and the community. All residents have a responsibility to keep their properties neat and tidy to improve the appearance of our Community, remove places for vermin to breed, and reduce health risks.

The aim of this policy is to meet the community's expectations and how Council will respond to customer requests in relation to overgrown and untidy premises in the Narromine Shire Council Local Government area.

The policy describes:

- What properties are covered by this policy
- What regulatory functions Council will follow for compliance with this policy
- How the community can access this policy
- How future reviews of the policy will be conducted
- Contact details for anyone wishing to discuss this policy with Narromine Shire Council

### **How to complain or report and overgrown or unsightly property**

You can report the problem to Council with the address or the location of the property by phoning (02) 68899999 and our rangers will begin their investigation.

Note 1:

Council will take action in relation to untidy properties where it is a public health or safety risk (i.e. attraction of rats and mice or dilapidated buildings).

Ideas about whether a property appears untidy can vastly differ from person to person. A property that is considered unsightly or untidy to some may not be a health or safety risk.

A hoarding situation is particularly challenging and complex issue that Council is not resourced to intervene and can only take action in relation to public health or safety risks.

Note 2:

Council will not respond to customer requests in relation to potential fire risk of overgrown vegetation in rural areas, these requests should be directed to [NSW Rural Fire Service](#)

## 2. LAND COVERED BY THIS POLICY

1. Public land owned or controlled by the Narromine Shire Council
2. Residential land zoned R1, General Residential and R5 Large Lot Residential as defined in the Narromine Local Environmental Plan 2011
3. Land zoned B2 Local centre and IN1 General industrial as defined in the Narromine Local Environmental Plan 2011
4. Land zoned RU5 Village as defined in the Narromine Local Environmental Plan 2011

5. Other zones being E3 Environmental Management, RE1 Public Recreation, RE2 Private Recreation, SP1 Special Activities, SP2 Infrastructure as defined in the Narromine Local Environmental Plan 2011

### **3. DEFINITION OF OVERGROWN OR UNSIGHTLY ALLOTMENTS**

1. Narromine Shire Council defines "overgrown" as vegetation (grass/weeds excluding plants/trees) that affects the visual amenity of the allotment, and is likely to attract reptiles or vermin, or is deemed a fire hazard.
2. Narromine Shire Council defines "unsightly" as objects or materials that are brought on to, or allowed to accumulate on, an allotment causing its visual amenity to be seriously affected. "Unsightly" objects or materials are those such as discarded or disused machinery, second-hand material and similar objects. They also include derelict vehicles, old white goods, building materials and household waste.

### **4. ASSESSMENT CRITERIA FOR OVERGROWN LAND (VEGEGATION)**

1. Residential land zoned R1 General Residential, RU5 Village and R5 Large Lot Residential as defined in the Narromine Local Environmental Plan 2011, shall be assessed as overgrown once the vegetation (grass/weeds) have reached an average height of 0.3 metres and is deemed to be a potential fire hazard or a vermin habitat.
2. Land zoned B2 Local centre and IN1 General industrial as defined in the Narromine Local Environmental Plan 2011 shall be assessed as overgrown once the vegetation (grass/weeds) have reached an average height of 0.3 metres and is deemed to be a potential fire hazard or a vermin habitat.
3. Land zoned E3 Environmental management, RE1 Public recreation, RE2 Private Recreation SP1 Special Activities SP2 Infrastructure as defined in the Narromine Local Environmental Plan 2011, shall be assessed against the use of the land and management plans for the land use of the allotment.

### **5. ASSESSMENT CRITERIA FOR UNSIGHTLY LAND (HOARDING)**

1. Residential land zoned R1 General Residential, RU5 Village and R5 Large Lot Residential as defined in the Narromine Local Environmental Plan 2011, shall be assessed against the following criteria for being unsightly: -
  - Size of allotment
  - Zoning use of the allotment (Local Environmental Plan 2011)
  - Location of allotment
  - Articles/objects/materials being stored and how they are stored
  - Hazard or potential hazard being caused
  - Visual impact
2. Land zoned B2 Local centre and IN1 General industrial as defined in the Narromine Local Environmental Plan 2011 shall be assessed against the following criteria for being unsightly: -



- Size of allotment
- Zoning use of the allotment (Local Environmental Plan 2011)
- Location of allotment
- Articles/objects/materials being stored and how they are stored
- Hazard or potential hazard being caused
- Visual impact

3. Land zoned E3 Environmental management, RE1 Public recreation, RE2 Private Recreation SP1 Special Activities SP2 Infrastructure as defined in the Narromine Local Environmental Plan 2011

- This activity is prohibited in any form on the above land zones

## **5. NOTIFICATION ARRANGEMENTS**

This section of the plan describes how and when Narromine Shire Council will inspect properties and deal with complaints and or customer requests from the public.

1. Council officers will inspect the property to ascertain whether it poses an unsafe or unhealthy condition.
2. Notice of intention to issue order is sent to land owner (not tenant) giving 14 days for compliance or to make representation to Council.
3. If 2 above not complied with,
  - Council will or may issue the appropriate order for works to be carried out as outlined in the order giving further 14 days for compliance.
4. If 3 above not complied with, Council will proceed with the following:
  - Court action, on the spot fine (penalty infringement notice) and/or
  - Enter land and carry out works and debtor the land owner

## **6. PREVENTION IF I AM THE OWNER OF AN ALLOTMENT COVERED IN THIS POLICY**

Keeping our yards free from overgrown vegetation makes our residential streets more visually appealing and protects the community from vermin and reptiles. Here are a few tips on how to take pride in the appearance of your home:

- Store goods out of sight in your garage or shed
- Put your rubbish out on time. Take advantage of Council's kerbside collection service for general waste, green waste and recycling
- Store objects or materials out of view and neatly stacked but ensure they do not harbour vermin
- Dispose of old vehicles and machinery – some metal recyclers may collect and remove them free of charge
- Mow or slash your overgrown vegetation regularly (whether dead or alive) and dispose of it responsibly.

## **7. FUTURE REVIEWS OF THE PLAN**

The notification plan will be reviewed every 4 years or when circumstances require a review of the plan. The review will include:

- A report on progress of implementing the policy
- Placing the policy on public exhibition, with any proposed changes and calling for public submissions

## **8. LEGISLATION COUNCIL WILL USE FOR COMPLIANCE WITH THIS POLICY**

- Local Government Act 1993 and associated Regulation
- Environmental Planning and Assessment Act 1979 and associated Regulation
- Protection of the Environment Operations Act 1997 and associated Regulations
- Rural Fires Act 1997 and associated Regulations
- Public Health Act 2010 and associated Regulations

## **9. CONTACT DETAILS**

Anyone wishing to contact Narromine Shire Council to discuss the policy details should contact Council's Manager Health Building and Environmental Services, during normal business hours on 6889 9999.



# CONTAMINATED LAND POLICY

## Table of Contents

Table of Contents .....	2
1 Preamble .....	4
2 Policy Objectives .....	5
3 Application .....	5
4 Policy Statement .....	6
5 Abbreviations .....	6
6 Glossary .....	7
7 Legislation .....	10
8 Potentially contaminating land uses .....	11
9 Information management .....	11
9.1 Contaminated Land Information System definition .....	11
9.2 What the information is used for .....	12
9.3 Including or removing land from Council's CLIS .....	12
9.4 Land Contamination Investigation Status .....	13
9.5 Provision of information .....	15
9.6 Information provided on the s. 10.7 planning certificate .....	15
10 Rezoning .....	19
11 Development Applications .....	20
11.1 Pre-Development Application Meetings .....	20
11.2 Development Assessment consideration of contamination .....	21
11.3 Triggers for preliminary site investigation .....	22
11.4 Conditions of consent requiring remediation .....	23
11.5 Unexpected findings protocol .....	23
12 Remediation .....	23
12.1 Remediation Overview and SEPP 55 .....	23
12.2 Category 1 remediation (requires consent) .....	24
12.3 Category 2 remediation (carried out without consent, SEPP 55) .....	26
12.3.1 Notification .....	26
12.3.2 Conduct of remediation .....	27
12.4 Underground Storage Tanks and Underground Petroleum Storage Systems .....	28
12.5 Validation reports and Notice of completion of remediation .....	29
13 Contaminated Land Consultants .....	29
13.1 Reports .....	29
13.2 Certification of consultant .....	30
13.3 Insurance .....	31
13.4 Summary Report .....	31
14 Site Auditing .....	32
15 Site Management Plans .....	32
16 Contaminated land standards for pollution .....	33
17 The Protection of the Environment Operations (Underground Petroleum Storage Systems (UPSS) Regulation (2019) enforcement .....	34
Appendix A - Potentially contaminating land uses .....	35
Appendix B Summary Report Template .....	39



Version No	Responsible Officer	Adopted by Council	Review Date
1.0	Manager Heath Building and Environmental Services	8 June 2016 Resolution No 2016/166	July 2018
2.0	Manager Health Building and Environmental Services	11 July 2018 Resolution No 2018/151	August 2020
3.0	Manager Health Building and Environmental Services		October 2024

**Contamination Central: Supporting safe stable and sustainable redevelopment of land in Central West NSW.** Funded by the New South Wales Government through the EPA's Contaminated Land Management Program under funding by the NSW Environment Trust

## 1 Preamble

Contaminated land is managed by Council to minimise the impacts of past land use on the orderly development of land in the future. Land may have become contaminated by actions in the past when issues around contamination, pollution and waste management were not considered important by the community and the long-term effects of some chemicals on the environment and human health were poorly understood.

The Environment Protection Authority (EPA) is the State body that regulates contaminated land under the *Contaminated Land Management Act 1997*; however, Council has responsibility to ensure that when exercising its statutory planning functions in relation to the development of contaminated land, all the relevant information is considered.

To do this Council must:

- Consider the likelihood of land contamination as early as possible in the planning and development control process;
- Link decisions about the development of land with the information available about contamination possibilities;
- Adopt a policy approach which will provide strategic and statutory planning options based on the information about contamination; and
- Exercise statutory planning functions with a reasonable standard of care.

This policy is made to guide Council on how it will carry out its planning functions, and to provide a local context for decision making in relation to contaminated land. This policy is intended to supplement, and should be read together with, the *Managing Land Contamination Planning Guideline (1998)* with reference to Part Schedule 6 of the *Environmental Planning and Assessment Act 1979*.

It is expected that the reader of this policy will be familiar with the general contaminated land management framework that is set out in the *Managing Land Contamination Planning Guidelines (Department of Urban Affairs and Planning and EPA 1998)*, *State Environmental Planning Policy - 55 Remediation of Land (SEPP 55)*, the *National Environmental Protection (Assessment of Site Contamination) Measure 1999*, and other applicable legislation.

This policy sets out the local requirements for Council and must be read in conjunction with the other documents mentioned. Further information about the general principles of contaminated land management and how Council's policy may relate to the sale or redevelopment of your land may be found on [www.narromine.nsw.gov.au](http://www.narromine.nsw.gov.au).

This policy is based on the Central West Councils Regional Contaminated Land Policy Template, developed with assistance from the New South Wales Government through the EPA's Contaminated Land Management Program under funding by the NSW Environment Trust.

## 2 Policy Objectives

The objectives of the policy are to describe how Council will keep relevant records, provide information to interested parties and make decisions regarding contaminated land. Specifically, this policy will describe how:

- Information about potentially contaminated land is collected;
- Information is to be maintained in a Contaminated Lands Information System (CLIS);
- Council will use information to appropriately manage the use of land and what information is required for the development of the land;
- Information will be provided to owners of affected land and the public;
- Information will be provided on s10.7 planning certificates;
- Council should be notified of remediation activities within its LGA;
- Clarify where Category 1 remediation activities will be identified;
- How remediation activities should be conducted;
- Consultants should report on contaminated sites;
- A Site Audit Statement may be required;
- A Site Management Plan will be enforced;
- Council will use contaminated land standards and principles to address illegal land filling;
- The Protection of the Environment (Underground Petroleum Storage Systems) (UPSS) Regulation is to be administered by Council.

## 3 Application

This policy applies to all land within the Narromine Shire Local Government Area and includes:

- 1 Where Council is duly exercising one of the following planning functions:
  - a. Preparation of a planning proposal;
  - b. Processing and determination of a development application or the modification of a development consent;
  - c. Processing and determination of an application for a complying development certificate; and
  - d. Furnishing of advice in a certificate under section 10.7; or
- 2 Where Council is:
  - a. Investigating or remedying illegal land filling; or
  - b. Administering the *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019*.

**Note:** *the functions described in paragraph 2 above are not 'planning functions' to which Council is afforded protection from liability under Schedule 6 of the EP&A Act.*

## 4 Policy Statement

Where Council is aware of any past or present potentially contaminating land uses or activities (as described in this policy) it will maintain relevant information about the land on which that use or activity occurred or is occurring to ensure:

- That land owners and other interested parties may be made aware of those uses; and
- Council can assess land contamination issues and monitor remediation under *State Environmental Planning Policy 55 Remediation of Land (SEPP 55)*.

The information held is intended to aid decision-making regarding contaminated land investigations, land use planning and determinations.

This policy will restrict the use of land by:

- 1 Prescribing the circumstances where land is required to undergo some level of assessment for land contamination, or remediation, before consent can be granted for any development on that land or the land can be rezoned; and
- 2 Enforce the restrictions that, in the opinion of the consultant or auditor, are required through the imposition of a Site Management Plan that may be imposed on the land following remediation.

Council will set standards for the conduct of remediation and reporting of contaminated land matters to ensure that contamination and remediation can be effectively managed and monitored for the benefit of the community.

While Council will endeavour to develop and maintain a comprehensive collection of relevant information, it does not guarantee the completeness or accuracy of all the information held. To the degree that information is not required to be provided to Council or hitherto has not been required to be kept by Council, Council may not be in possession of all the relevant information for any given property at any given time.

## 5 Abbreviations

CLIS	Contaminated Land Information System
CLM	Contaminated Land Management
CLM Act	<i>Contaminated Land Management Act 1997</i>
DA	Development Application
DSI	Detailed Site Investigation
EPA	NSW Environment Protection Authority
EP&A Act	<i>Environmental Planning and Assessment Act 1979</i>
EP&A Reg	<i>Environmental Planning and Assessment Regulation 2000</i>
EPI	Environmental Planning Instrument
LEP	Local Environment Plan
NEPM	<i>National Environmental Protection (Assessment of Site Contamination) Measure 1999</i>
POEO Act	<i>Protection of the Environment Operation Act 1997</i>



PSI	Preliminary Site Investigation
RAP	Remediation Action Plan
SAS	Site Audit Statement
SEPP 55	<i>State Environmental Planning Policy 55 - Remediation of Land</i>
SMP	Site Management Plan
UPSS	Underground Petroleum Storage System
UST	Underground Storage Tank

## 6 Glossary

Assessment of site contamination	A formal investigation and report carried out by a contaminated land consultant in accordance with the Planning Guideline, the Reporting Guidelines or the UPSS Regulation and may include a preliminary site investigation, a detailed site investigation, a remediation action plan or a validation report.
Category 1 remediation	As defined in SEPP 55, being remediation that requires development consent.
Category 2 remediation	As defined in SEPP 55, being remediation that may be undertaken without development consent.
Contaminated Land Management	In regard to Council's responsibilities: The management of records relating to past or present land use, assessment of site contamination, provision of relevant information, monitoring of remediation and the determination of suitability for rezoning and development consents as described within this policy.
Contamination	As defined in EP&A Act: <b>contaminated land</b> means land in, on or under which any substance is present at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment or in CLM Act: <b>Contamination</b> of land, for the purposes of this Act, means the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment. Note: Contamination and Pollution have similar statutory definitions, and while Council has statutory powers to regulate pollution (in particular under the <i>Protection of the Environment Operations Act 1997</i> ) this policy is primarily concerned with contamination.

Contamination assessment Deferred Commencement	<p>A pollution incident is considered to be a matter that is dealt with in the short term by the relevant powers. Pollution can result in contamination if the pollution is not cleaned up in the short term or Council does not become aware of the issue within a reasonable time to be able to enforce a suitable remedy.</p> <p>See Assessment of site contamination.</p>
Detailed Site Investigation	<p>A development consent is granted subject to a condition that the consent is not to operate until the applicant satisfies the consent authority as to any matter specified in the condition, in accordance with s 4.16(3) of the <i>Environmental Planning and Assessment Act 1979</i>.</p> <p>Stage 2 – Detailed Investigation as defined in Planning Guideline, the Reporting Guidelines and the NEPM. An investigation that will define with high precision the nature, extent and risks posed by contamination.</p>
Environmental Management Plan Phase	<p>See Site Management Plan</p> <p>A term commonly used to refer to the formal stages of contamination assessment; however, it is not reliably consistent with the terms defined in this policy.</p>
Planning Guideline	<p><i>Managing Land Contamination Planning Guideline</i> (Department of Urban Affairs and Planning and EPA 1998) or otherwise specified by Schedule 6 (3) of the <i>Environmental Planning and Assessment Act 1979</i>.</p>
Pollution	<p>As defined in POEO Act <b>pollution</b> means:</p> <ul style="list-style-type: none"> <li>a water pollution, or</li> <li>b air pollution, or</li> <li>c noise pollution, or</li> <li>d land pollution.</li> </ul> <p><b>pollution incident</b> means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.</p> <p><b>land pollution</b> or <b>pollution of land</b> means placing in or on, or otherwise introducing into or onto, the land (whether through an act or omission) any matter, whether solid, liquid or gaseous:</p> <ul style="list-style-type: none"> <li>a that causes or is likely to cause degradation of the land, resulting in actual or potential harm to the health or safety of human beings, animals or other</li> </ul>

	terrestrial life or ecosystems, or actual or potential loss or property damage, that is not trivial, or b that is of a prescribed nature, description or class or that does not comply with any standard prescribed in respect of that matter, but does not include placing in or on, or otherwise introducing into or onto, land any substance excluded from this definition by the regulations. See note under <b>contamination</b> .
Preliminary Site Investigation	Stage 1 – Preliminary investigation as defined by the Planning Guideline, the Reporting Guidelines and the NEPM. An investigation that defines the potentially contaminating activities carried out on a site, the areas where contamination is most likely to exist and, if necessary, sufficient soil or groundwater sampling to confirm whether the land has been contaminated or not.
Reporting Guidelines	<i>Guidelines for Consultants Reporting on Contaminated Sites 2020.</i>
Remediation	As defined in SEPP 55 remediation means: a. removing, dispersing, destroying, reducing, mitigating or containing the contamination of any land, or b. eliminating or reducing any hazard arising from the contamination of any land (including by preventing the entry of persons or animals on the land).
Remediation Action Plan	Stage 3 – Site Remediation Action Plan (RAP) as defined by the Planning Guideline and the Reporting Guidelines. A plan that sets out how a contaminated site can be made suitable for its intended use including methodology, clean-up criteria and validation procedures.
S10.7 planning certificate	A planning certificate as defined under section 10.7 of the EP&A Act.
Site Audit	<b>Non Statutory Site Audit</b> means a site audit undertaken by a site auditor that is not a requirement of a statutory instrument such as a development consent or regulation by the <i>Contaminated Land Management Act (1997)</i> . <b>Statutory Site Audit</b> as defined in section 47 of the <i>Contaminated Land Management Act (1997)</i> means a site audit carried out in order to secure compliance with, among other things, a requirement of SEPP55 or a development consent. <b>Site Audit Statement</b> contains the Site Auditor's findings and is in the form approved by the EPA. See s. 53B CLM Act.

	Further information about Site Audits can be found in the NSW EPA website: <a href="http://www.epa.nsw.gov.au">http://www.epa.nsw.gov.au</a>
Site Management Plan	A plan that is intended to manage residual contamination following suitable remediation of a site.
Specific potentially contaminating land use	A land use specified in Appendix A that will, if determined to land use have been carried out on the land, be used to identify land for contaminated land management under this policy.
Suitably qualified person	Means a person who has such competence and experience in relation to the assessment of site contamination as is recognised as appropriate by the contaminated land management industry. They will also be, or be reasonably able to be, or supervised by a consultant who is, certified under a contaminated land consultant certification scheme recognised by the EPA.
UPSS regulation	<i>Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019</i>
Validation Report	Stage 4 – Validation and monitoring as defined by the Planning Guideline and the Reporting Guidelines. A report detailing the results of the post-remediation testing against the clean-up criteria stated in the RAP.

## 7 Legislation

### *Contaminated Land Management Act 1997*

Provides for Site Auditing (s47), and specific requirements for 10.7 planning certificates in relation to the Act (s59).

### *Environmental Planning and Assessment Act 1979*

Provides the basis of the planning system in NSW and permits the creation of State Environmental Planning Policies. Schedule 6 specifically details the liabilities for Planning Authorities in respect of contaminated land and defines the contaminated land Planning Guideline.

### *Environmental Planning and Assessment Regulation 2000*

Sets out the requirements for s10.7 planning certificates (Schedule 2.2).

### *National Environmental Protection (Assessment of Site Contamination) Measure 1999.*

Sets a national standard for contaminated site assessment.

### *Protection of the Environment Operations Act 1997*

Enables the EPA, and Councils, to regulate pollution and waste in NSW.



*Protection of the Environment Operations (Waste) Regulation 2014*  
Regulation of waste in NSW.

*Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019*  
Self-regulation regime of underground fuel storage in NSW

*State Environmental Planning Policy No 55 - Remediation of Land*  
Establishes the mandatory considerations for consent authorities when considering development applications in relation to contaminated land, and criteria for remediation of land before development can occur.

*Narromine Local Environmental Plan 2011*

## 8 Potentially contaminating land uses

This policy will identify those land uses that have a reasonable potential to result in land contamination that may need to be addressed during development.

The list of land uses and activities that this policy will specifically identify as having the potential to result in land contamination are in Appendix A. These land uses have the potential to cause land contamination because of the materials typically used, processed or stored on-site, the generation of contaminating waste products or the use of thermal processing.

In addition, the storage of significant volumes of petroleum or chemicals or activities involving the maintenance of motor vehicles or mechanical plant will be considered to be potentially contaminating land uses.

Where a property has been identified as having been associated with one or more of these land uses or activities, it will be included in the Contaminated Land Information System so that relevant information can be recorded and used for the purpose of this policy.

## 9 Information management

**Note:** Council's records and classifications are not intended to reflect the risk of harm to human health or the environment for a property in its current state or by its current land use. Where there are concerns that need to be addressed in the short term, the Council should use its powers under the *Protection of the Environment Operations Act 1997* or refer the matter to the EPA.

### 9.1 Contaminated Land Information System definition

Council will maintain a Contaminated Land Information System (CLIS) to record relevant information regarding land, its historical uses and activities carried out on it, assessments for contamination, remediation and Site Audits.

Information pertaining to a specific location shall include:

- Current and historical property description;
- Historical land uses or activities that have the potential to contaminate (See Appendix A);
- The land contamination investigation status;
- Reports and notices relating to contamination assessment;
- Reference to and brief comments relating to development applications, development consents, planning proposals to rezone land approved (or refused on the basis of contamination-related issues) and complying development certificates;
- Site Audit Statements; and
- EPA correspondence.

The information will not include personal information except personal information that is included in an assessment report.

## 9.2 What the information is used for

The information held in the CLIS will be used for the purpose of fulfilling the policy statement (see Section 4 Policy Statement above).

Specifically, the information will be used to:

- Provide information on s10.7 planning certificate;
- Inform development applications, modification applications, complying development certificate applications and assessments, including pre-DA meetings and assessment;
- Inform strategic planning and the preparation of Planning Proposals;
- Monitor and regulate remediation of contaminated land; and
- Administer the UPSS regulation.

## 9.3 Including or removing land from Council's CLIS

Land is included in the CLIS based primarily on information known to Council regarding land use and does not necessarily reflect whether the land is actually contaminated or not. Land will be identified on the CLIS if Council:

- Holds records, or is aware, that the land has been used for a potentially contaminating land use as defined in Appendix A;
- Has carried out an inspection that suggests the land is likely to have been affected by contamination, pollution, landfilling, or by being used in an environmentally unsatisfactory manner (refer to definitions in the POEO Act);
- Is aware that the land has been the subject of remediation;
- Believes the land could have lawfully been used for a purpose listed in Appendix A and has no evidence to the contrary; or
- Is aware that the land is, or has been, zoned for industrial purposes.



Any land where a new development is commenced, whether approved by Council, subject to a Complying Development Certificate or exempt development, that is consistent with land uses defined in Appendix A will be included on the CLIS when Council becomes aware of it.

Land will not be included where:

- The use is at a domestic scale;
- The land use is clearly operated at a scale that is unlikely to cause land contamination; or
- The activity is, and has always been, generally of a retail or warehousing nature provided that any fuels, oil and chemicals remain in sealed containers from the manufacturer and are not dispensed or decanted into other containers; and,
- Council is not otherwise aware that the land is likely to be contaminated.

Note: It is acknowledged that both agricultural and residential land can be subject to incidental contamination and that, in some circumstances, could give rise to a risk to human health and the environment, however it is considered unreasonable to apply this policy where there is no evidence of circumstances presenting such a risk. Areas of agricultural land such as fuel storages and stock dips will be considered for contamination assessment when a DA is received however the whole land parcel will not be included in the CLIS unless specific reports are provided to Council.

The CLIS will allow for three land use descriptors to be applied to each record to allow for multiple land uses for each parcel to be clearly identified.

Where practical Council will notify the owners of any land that is identified as needing to be placed on the register and will undertake a consultation process to ensure that the owner is aware of the implications of the land being recorded on the CLIS register.

As it is a requirement that Council review its records every time it issues a s10.7 planning certificate and considers land contamination before determining a development application, a record of land must not be removed from the CLIS unless Council is satisfied that the information held does not relate to the land, or that any potentially contaminating activity has not taken place on the land.

Where land is subdivided or consolidated, information about the former land uses on the land will be carried onto the new property description(s).

## 9.4 Land Contamination Investigation Status

To assist Council to monitor and communicate the level and quality of information about contamination on any land parcel, each parcel on the CLIS will be classified according to the significance of the information the Council holds about the parcel. Each parcel on the CLIS will be classified into one of five classifications:

Table 1. Contaminated site investigation status classification

Investigation Class	Description
A - Identified	<ul style="list-style-type: none"> <li>• Council has identified that the land should be included on the CLIS because a potentially contaminating land use is known to have been undertaken (Appendix A), but the results of any formal investigation have not been provided to Council.</li> <li>• At this status, it is not possible to determine if land could be suitable for any particular use.</li> </ul>
B - Assessed	<ul style="list-style-type: none"> <li>• Council has been provided with a contamination assessment report or other documentation indicating that the land is (or has been) contaminated, but is not satisfied, based on information provided in contamination assessment reports, that the land is suitable for any specific land uses and, therefore, further consideration of investigation, remediation or validation is required to determine a relevant application. Reports may indicate that the land may be suitable for some uses with conditions such as limited depth of excavation or contamination remaining in inaccessible areas due to existing structure etc.</li> <li>• For any land adjacent to identified potentially contaminated land where a contamination assessment report received by Council has identified that contamination has migrated to the adjoining land will be classified as assessed.</li> </ul>
C – Site Management Plan	The land has been remediated, however, is subject to a site management plan (SMP). Any new DA must consider the requirements of a SMP that applies to the land.
D - Suitable for Limited Uses	<ul style="list-style-type: none"> <li>• Council has been provided with a contamination assessment report or other documentation indicating that the land is (or has been) contaminated, but is satisfied, based on information provided in contamination assessment reports, that the land is suitable for some specific land uses without conditions.</li> <li>• Further consideration of investigation, remediation or validation would be required to determine a relevant application for more sensitive land uses.</li> </ul>
E - Unrestricted	Council is satisfied based on information provided in contamination assessment reports that the land is suitable for all land uses and, therefore, no further investigation is required to determine a relevant application. This category shall only be used where no further assessment of contamination is required to determine the suitability of any permissible DA.

The land contamination investigation status classification does not necessarily indicate that land is or is not contaminated but indicates whether or not appropriate information is available to make a decision in respect of the land.





Whenever new information about a land parcel or property is received by Council, the status classification should be reconsidered and changed if necessary.

If contamination investigations standards change, it should be considered whether any land with a status class of "E – Unrestricted" should have its status changed. If investigation thresholds are reduced it may be appropriate that all "D - suitable for limited uses" and "E – Unrestricted" statuses be changed to "B - Assessed" until a thorough review of each assessment report can be carried out.

## 9.5 Provision of information

Information on the CLIS may be provided to any person in the form of an s10.7 planning certificate in accordance with the EP&A Act.

Otherwise, a person with a valid interest may seek to view:

- 1 The CLIS register information; and
- 2 Reports held by Council.

However, due to Council's Privacy Management Plan or copyright restrictions (and the legislative requirements of *Government Information (Public Access) Act 2009* and *Privacy and Personal Information Protection Act 1998*), Council may not be able to provide all information it holds.

A person with a valid interest may include the following people in respect of the relevant land:

- 1 The owner;
- 2 The owner of neighbouring land;
- 3 State Government agencies such as the NSW Environment Protection Authority;
- 4 Contaminated land consultants investigating the land or neighbouring land;
- 5 Utilities providers;
- 6 Conveyancers acting on behalf of the owner; or
- 7 With the owner's permission:
  - a. A potential purchaser;
  - b. A purchaser's conveyancer; or
  - c. A real estate agent.

The general release of information on the CLIS is not considered to be in the public interest.

## 9.6 Information provided on the s. 10.7 planning certificate

S10.7 planning certificates provide a range of information regarding the rights and restrictions placed on a parcel of land.

Council is obliged to provide certain information on the s10.7 planning certificate as specified in Schedule 4 of the *Environmental Planning and Assessment Regulations 2000* and s59 of the *Contaminated Land Management Act 1997*. That is:

- 1 Clause 7, Schedule 4 of the *Environmental Planning and Assessment Regulations 2000* requires that the certificate identify whether or not the land is affected by any policy (adopted by Council or by a public authority for the express purpose of its adoption being referred to in s10.7 certificates issued by Council) that restricts the development of land because of the likelihood of any risk. Information pertinent to Clause 7 is noted in 1A and 1B below; and
- 2 Section 59 of the *Contaminated Land Management Act 1997* requires that the certificate address the specific matters relating to the management of contaminated land set out in that section. Information pertinent to s59 is noted in 2A and 2B below.

This Policy intends to be an adopted policy of the kind referred to in numbered paragraph 9.6, 1. above, that restricts the development of land because of the likelihood of contamination risk as set out in the Policy Statement (Section 4. above).

The following wording will be used for each Contamination Investigation Status and where other relevant information is known about the land:

**1A Notation to be included on s. 10.7 planning certificate issued under s10(2), as required by Clause 7, Schedule 4 of the EP&A Reg – adopted policies that restrict the development of the land because of the likelihood of any risk:**

- Land not considered to require restriction under this policy  
*Council's adopted Contaminated Land Policy does not place any specific restriction on the land to which this certificate relates at this time.*
- Land classed as "A - Identified"  
*The land to which this certificate relates has been used for purposes that have the potential to contaminate land. Council records do not have sufficient information to determine whether the land is contaminated. Council's adopted Contaminated Land Policy restricts the development on the land by requiring that the land undergoes some level of assessment for land contamination, and/or remediation if required, where zoning changes are proposed or consent is required for the carrying out of any development. Council's adopted policy provides information on how these restrictions will be applied in accordance with provisions under relevant State legislation. It is recommended that persons relying on this certificate undertake their own assessment of the land's suitability for purposes that do not require development consent.*
- Land classed as "B - Assessed"  
*The land to which this certificate relates has been used for purposes that have the potential to contaminate land. Council's adopted Contaminated Land Policy restricts the development on the land by requiring that the land undergoes some level of assessment for land contamination, and/or*

remediation if required, where zoning changes are proposed or consent is required for the carrying out of any development. Council's adopted policy provides information on how these restrictions will be applied in accordance with provisions under relevant State legislation. It is recommended that persons relying on this certificate undertake their own assessment of the land's suitability for purposes that do not require development consent.

- Land classed as C - Site Management Plan  
*The land to which this certificate relates has been used for purposes that have the potential to contaminate land. Council has been advised that the site has undergone some remediation of site contamination; however, remains subject to a site management plan to mitigate the risk posed by land contamination on the land. The site management plan may place restrictions on development or use of the land and may include ongoing obligations by the owner or occupier. Council's adopted Contaminated Land Policy restricts the development of the land by ensuring compliance with the applicable site management plan. Further investigation may be required where zoning changes are proposed or consent is required for the carrying out of any development. Council's adopted policy provides information on how these restrictions will be applied in accordance with provisions under relevant State legislation. It is recommended that persons relying on this certificate undertake their own assessment of the land's suitability for purposes that do not require development consent.*
- Land classed as D - Suitable for Limited Uses  
*The land to which this certificate relates has been used for purposes that have the potential to contaminate land. An assessment of site contamination has recommended that the land is suitable for certain types of use. Council's adopted Contaminated Land Policy restricts the development on the land by requiring that the land undergoes some level of assessment for land contamination, and/or remediation if required, where zoning changes are proposed or consent is required for the carrying out of development not consistent with the assessment of site contamination recommendations. Council's adopted policy provides information on how these restrictions will be applied in accordance with provisions under relevant State legislation. It is recommended that persons relying on this certificate undertake their own assessment of the land's suitability for purposes that are not consistent with the assessment of site contamination recommendations and do not require development consent.*
- Land classed as E - Unrestricted  
*The land to which this certificate relates has been used for purposes that have the potential to contaminate land. An assessment of site contamination has recommended that the land is suitable for all types of use.*

**1B Notation to be included on s.10.7 planning certificates issued under s10.7(5) of the EP&A Act – advice on such other relevant matters affecting the land of which Council may be aware.**

- Where the site is known to be subject to the UPSS regulation as regulated by Council  
*The land is subject to the Protection of the Environment (Underground Petroleum Storage System) Regulation 2019.*
- Where the land has been used for specific purposes listed in this policy  
*The land has been used for the following purposes:  
(see list from Appendix A for potentially contaminating land uses and activities that may be listed).*
- Where Council is in possession of contamination assessment reports  
*Council has one or more reports on the assessment of site contamination.  
(Where Council is able to provide investigation results or summaries of results held by Council without disclosing confidential information it will do so as part of the planning certificate.)*
- Where Council is in possession of a Site Audit Statement  
*Council has a site audit statement.  
(Council will, where it is able to, provide a copy of the site audit statement with the planning certificate.)*
- Where remediation has been approved in accordance with SEPP55  
*Development consent has been granted to carry out Category 1 Remediation on the land.*
- Where remediation has been notified in accordance with SEPP55  
*Council has been notified that Category 2 remediation is to be carried out on the land.*

**2A Notation to be included on s. 10.7 planning certificate issued under s. 10.7(2) of the EP&A Act, as required by s. 59(2) of the CLM Act**

- Where Council has received a Site Audit Statement that relates to the land  
*Council has received a Site Audit Statement that relates to the land.*
- Where the site has not been regulated by the CLM Act  
*The land to which this certificate relates is not presently subject to regulation under the Contaminated Land Management Act 1997.*
- Where the site has been declared significantly contaminated under the CLM Act  
*The land to which this certificate relates is significantly contaminated land under the Contaminated Land Management Act 1997.*
- Where the site is subject to a management order under the CLM Act  
*The land to which this certificate relates is subject to a management order under the Contaminated Land Management Act 1997.*
- Where the land is subject to a voluntary management proposal under the CLM Act  
*The land to which this certificate relates is subject to an approved voluntary management proposal under the Contaminated Land Management Act 1997.*
- Where the land is subject to an ongoing maintenance order under the CLM Act  
*The land to which this certificate relates is subject to an ongoing maintenance order under the Contaminated Land Management Act 1997.*

## **2B Notation to be included on s. 10.7 planning certificates issued under s. 10.7(2) of the EP&A Act, as required by section 59(3) of the CLM Act**

- Where the land has been, but is no longer declared significantly contaminated under the CLM Act  
*The land to which this certificate relates was, but is no longer significantly contaminated land under the Contaminated Land Management Act 1997.*
- Where the land has been, but is no longer subject to a management order under the CLM Act  
*The land to which this certificate relates was, but is no longer subject to a management order under the Contaminated Land Management Act 1997.*
- Where the land has been, but is no longer subject to a voluntary management proposal under the CLM Act  
*The land to which this certificate relates was, but is no longer subject to an approved voluntary management proposal under the Contaminated Land Management Act 1997.*
- Where the land has been, but is no longer subject to an ongoing maintenance order under the CLM Act  
*The land to which this certificate relates was, but is no longer subject to an ongoing maintenance order under the Contaminated Land Management Act 1997.*

## **10 Rezoning**

The rezoning of land is controlled by Schedule 1.1 of the EP&A Act. A planning proposal is prepared by the Council and submitted for consideration and determination by the Minister (gateway determination). A gateway determination will determine what further studies may be required.

Clause 6 of SEPP 55 has the effect of requiring the consideration of contamination before preparing a planning proposal that would have the effect of zoning or rezoning land. In order to assess the potential for land contamination, Council will need a thorough land use history for the site with reference to the potentially contaminated land uses and activities defined in this policy.

Preliminary Site Investigations may be required prior to the preparation of the planning proposal if such an investigation can reasonably be carried out. A planning proposal may also recommend that further contamination investigations are carried out.

Council must have regard to a Preliminary Site Investigation, where such an investigation has been carried out or it is practicable that such an investigation can be carried out, before making a planning proposal where:

- 1 The land is declared significantly contaminated land under Part 3 of the CLM Act;
- 2 An activity referred to in Appendix A is being carried out on the land;
- 3 Council's records show that an activity or use referred to in Appendix A has been carried out on the land; or
- 4 Council has incomplete records about the use of the land, and the land is proposed to be used for residential, educational, recreational, childcare or

hospital purposes (either as a dominant or ancillary use), and during the periods not covered by those records it would, according to the uses formerly permitted on the land, have been lawful to carry out an activity referred to in Appendix A.

If a planning proposal proposes to change a land use zone in a local environmental plan:

- 1 For a particular parcel of land, it would not be appropriate to proceed with the planning proposal unless the land was proven suitable for all kinds of development that would be permitted in the new zone or for the development contemplated in the planning proposal or it could be demonstrated that the land could, and would, be remediated to make the land suitable; or
- 2 For a large area of land (Generalised Rezoning), the planning proposal should seek to adopt measures in the local environmental plan or development control plan to ensure that the potential for contamination and the suitability of the land for any proposed use are assessed before any development consent within the rezoned land is granted.

If a preliminary site investigation indicates that contamination would make land unsuitable for particular uses, and:

1. The land may be appropriately remediated for those uses, provisions are needed in the local environmental plan or development control plan to require the remediation before those uses can occur.
2. Where remediation may not be appropriate for those uses, either the planning proposal should not proceed or the range of permissible uses should be restricted in the local environmental plan for that land use zone; that is, the land use options should be reconsidered.

Information on contamination possibilities can be used to locate uses according to land suitability, for example, sensitive uses only being allowed in areas of low contamination probability.

## 11 Development Applications

### 11.1 Pre-Development Application Meetings

A pre-DA meeting may be held between Council staff and a potential applicant to discuss the matters that need to be considered under heads of consideration (s4.15 EP&A Act), the Local Environment Plan and the Development Control Plan for the Council. A pre-DA meeting is not a planning function covered by Schedule 1 of the EP&A Act, and any advice provided regarding land contamination matters is subject to the same limitations and liabilities as any other advice provided in a pre-DA meeting.



Council's advice in a pre-DA meeting should acknowledge:

- 1 That the potential for land contamination must be considered for each and every development application;
- 2 That any pre-existing reports, studies or site audit statement need to be considered in terms of the specific development proposal;
- 3 Whether or not the pre-existing reports or studies will meet the reporting requirements of the Council at the time the development application is lodged.

After acknowledging the factors above, Council may be able to provide advice as to whether any further site assessment is required in order to assess the specific proposal. However, Council may not prejudice the assessment of suitability of the site for that proposed use.

The provisions of the Development Assessment section 11.2 below may be applied regardless of any advice provided during any pre-DA meeting.

### **11.2 Development Assessment consideration of contamination**

Upon receipt of a Development Application in respect of any land, SEPP 55 (cl7(1)) requires that land contamination must be considered. Any Statement of Environmental Effects or environmental impact statement should address the historical uses of the land.

Land contamination shall be considered by Council's assessing officer by:

- 1 Referring to the CLIS to determine if any information is held by Council regarding the potential for land contamination;
- 2 Considering the past known uses for the land having regard to the potentially contaminating land uses listed in Appendix A, and if there is an opportunity confirm past uses through a records search or seeking relevant information from the proponent;
- 3 Consideration of evidence of possible land contamination or potentially contaminating activities discovered during a site inspection relating to the development application; or
- 4 Considering information received through the public consultation process.

Where land has been remediated in the past, the issue of land contamination must again be considered for any subsequent development application. Council will need to ensure that any remediation that has been carried out is appropriate in terms of the specific development proposal. Council will need to determine if the remediation standards meet the requirements of the proposed use, if the standards have changed since the time of the remediation or if there is any residual contamination that may cause concern for the new proposal.

Where the information held by Council is not sufficient to determine if the land is suitable for the proposed development, relevant information, studies, investigations and or reports will be requested to assist in making the determination.

Changes of use on contaminated land may proceed provided that:

- 1 The land is suitable for the intended use; or
- 2 Conditions are attached to the development consent to ensure that the subject land can and will be remediated to a level appropriate to its intended use prior to or during the development stage.

When considering the suitability of the land for development under s. 4.15 of the EP&A Act, the risk to health and the environment from contamination must be included in this assessment. This includes risks during the construction and operation of the development. The former includes work safety issues as well as the potential for construction to disturb contamination and cause off-site movement of chemicals.

The Planning Guideline sets out the four stages of the contamination investigation process and all references to contamination investigations and reports should use the descriptions in the Planning Guideline, the NEPM or this policy.

In order to assess or determine the development application, information may be requested that does not constitute a contamination investigation as specified in the Planning Guideline or the NEPM. In that case the requirements of the 13 Contaminated Land Consultants section may not apply.

Such information may include:

- Confirmation of past land uses;
- Plans identifying where certain activities have taken place; or
- Oral history of the use of the land.

This type of information should be accompanied by a Statutory Declaration from the person providing the information.

If a development consent can be granted without the need to carry out any formal contaminated site investigation or remediation (for example, due to the nature of the development or the circumstances of the potential contamination, such as contamination that is present under a building that it not being demolished), but there is a risk that physical evidence of past, potentially contaminating activities will be destroyed if the development goes ahead, then a photographic survey and oral history of the use of the land may be required to be submitted to Council for its records.

### 11.3 Triggers for preliminary site investigation

As a minimum requirement, a preliminary site investigation will be required when considering a development application for land on which Council:

- 1 Has knowledge of a potentially contaminating land use specified in Appendix A having occurred; or
- 2 Has reasonable grounds to believe the land may be contaminated because of the land's history, condition or other information known to Council,

and one or more of the following circumstances have occurred:

- 3 The circumstances suggest that the past use could reasonably have significantly contaminated the site;



- 4 The proposed development will involve any disturbance of soil including boring or trenching for foundations or services;
- 5 The contaminating activity that potentially caused contamination on the land involved illegal or unauthorised work;
- 6 The proposed development will include construction over land that may be contaminated;
- 7 The proposed development will interfere with groundwater; or
- 8 The potential contamination is from an underground storage tank (not including operating sites subject to the UPSS regulation).

The triggers specified above are in addition to the minimum assessment criteria set by the SEPP 55 in clause 7 (2), (3) and (4).

**Note:** *land used for extensive agriculture should be assessed for site contamination where development applications relate to redevelopment in the vicinity of stock yards, stock dip or farm sheds where fuel or chemicals have been stored or handled.*

### 11.4 Conditions of consent requiring remediation

Where a development will require remediation so that the site can be suitable for the proposed use the development consent may include conditions that require remediation and validation as well as a site management plan and site audit statement. Such conditions may be included as Deferred Commencement Conditions.

### 11.5 Unexpected findings protocol

In circumstances where land contamination has not been able to be identified prior to a development being approved and contamination or infrastructure is uncovered during development, work should cease and Council should be advised immediately. Please be aware that in managing any unexpected finding of contamination, the provisions of SEPP 55 apply and modification to the development consent or a new development consent application may need to be considered.

Council will impose a condition on all development consents to this effect.

## 12 Remediation

### 12.1 Remediation Overview and SEPP 55

Remediation is any process that will remove, disperse, destroy, reduce, mitigate or contain contamination of land or eliminate or reduce any hazard arising from the contamination on land (including by preventing the entry of persons or animals to the land).

Remediation activities should be defined in a Remediation Action Plan (RAP), being a plan that sets out how a contaminated site can be made suitable for its intended use including methodology, clean-up criteria and validation procedures. A RAP must be prepared by an appropriately qualified consultant in accordance with the applicable EPA guidelines.

The consultant will determine the most suitable way to remediate a site and prepare a RAP.

State Environmental Planning Policy 55 – Remediation of Land (SEPP55) states as one of its objects:

*. . . promote the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment (SEPP55 cl2(2)).*

Where remediation of contaminated land is necessary, the remediation should be carried out (whenever reasonably possibly to do so) within the context of a proposed development to achieve the highest best use. If there is doubt over whether remediation must be carried out to ensure the land is suitable for the use, then it is preferred that remediation be carried out.

Under SEPP 55 there are two categories of remediation Category 1 and Category 2. Category 1 remediation requires development consent from Council and Category 2 does not. SEPP 55 specifies the criteria for each, if the proposed remediation is considered to be Category 1 remediation, a development Application must be made to the appropriate consent authority, generally Council. Category 2 remediation must be notified to Council prior to works commencing.

Please note that s 9.44 of the EP&A Act requires compliance with SEPP 55 and s 9.45 provides provision by which Council may enforce compliance through the NSW Land and Environment Court.

## **12.2 Category 1 remediation (requires consent)**

Clause 9 of SEPP 55 sets out the criteria for Category 1 remediation and it is recommended that each remediation proposal considers whether or not it should be considered Category 1 or 2.

The following information is provided in order to identify land that is referred to in SEPP 55 clause 9 (b) land declared to be a critical habitat, (c) likely to have a significant effect on a critical habitat or a threatened species, population or ecological community and (e) area or zone to which any classifications to the following effect apply under an environmental planning instrument:

<b>SEPP 55 Clause 9</b>	<b>Equivalent Narromine LEP 2011 mapped land</b>
(b) land declared to be a critical habitat,	not mapped and would need to be assessed on a site by site basis
(c) critical habitat or a threatened species, population or ecological community	not mapped and would need to be assessed on a site by site basis
(e) (i) coastal protection	such an area or zone is not classified by the Narromine LEP
(ii) conservation or heritage conservation	such an area or zone as indentified by the Narromine LEP
(iii) habitat area, habitat protection area, habitat or wildlife corridor	such an area or zone is not classified by the Narromine LEP
(iv) environment protection	identified as "Biodiversity" on the Terrestrial Biodiversity Map identified as "Groundwater Vulnerable" on the Groundwater Vulnerability Map
(v) escarpment, escarpment protection or escarpment preservation	such an area or zone is not classified by the Narromine LEP
(vi) floodway	land identified as "Flood Planning Area" on the Flood Planning Map, and other land at or below the flood planning level
(vii) littoral rainforest	such an area or zone is not classified by the Narromine LEP
(viii) nature reserve	Zone E1 National Parks and Nature Reserves
(ix) scenic area or scenic protection	such an area or zone as indentified by the Narromine LEP
(x) wetland	land identified as "Wetlands" on the Wetlands Map

**Note:** any *Environmental Planning Instrument (EPI)* made or amended after the adoption of this policy should be considered when determining the remediation category under SEPP 55.

The above information does not limit the consideration of SEPP 55 clause 9 (a) designated development and (d) development for which another State environmental planning policy or a regional environmental plan requires development consent.

In accordance with Clause 9(f) of SEPP 55, it is considered that where Category 2 remediation will not or cannot be conducted in compliance with this policy (see section 12.3.2 below), the remediation should be considered as Category 1



remediation. A RAP will be required to be submitted with any application for Category 1 remediation.

In assessing a proposal for Category 1 remediation, the consequences of not carrying out the remediation will need to be considered and weighed up against the environmental impacts of carrying out the remediation. This involves an assessment of matters such as how the work will contribute to a net improvement in environmental quality, reduce health risks or promote the economic use and development of the land. Both the applicant and Council need to consider this issue.

However, Council must not refuse development consent for Category 1 remediation work unless Council is satisfied that there would be a more significant risk of harm to human health or some other aspect of the environment from the carrying out of the work than there would be from the use of the land concerned (in the absence of the work) for any purpose for which it may lawfully be used (clause 12(1) of SEPP55).

Standard conditions that may be applied to the consent of any Category 1 Development Application.

In addition to the matters listed for consideration under section s. 4.15 of the EP&A Act, the following issues may also be relevant when assessing a development application for Category 1 remediation:

- 1 Is the Site Management Plan acceptable?
- 2 Does the proposal require other approvals from regulatory authorities?
- 3 Is the remediation proposed to be supervised by an appropriately qualified consultant?
- 4 Is the proposal for validating the remediation adequate?
- 5 Are reporting and monitoring mechanisms and proposals adequate?

## 12.3 Category 2 remediation (carried out without consent, SEPP 55)

### 12.3.1 Notification

The Council will be notified in writing using the form available from the Council at the time of notification and consistent with notice requirements set out in clause 16 of SEPP 55.

A copy of the RAP is to be provided with the notification.

Council will acknowledge receipt of the notification and provide any relevant comments as soon as practicable prior to the proposed works start date if possible. The notice period for Category 2 remediation is 30 days, however SEPP 55 permits a lesser notice period in specific circumstances (cl 16(2)).

Failure to notify Council within the prescribed timeframes or to carry out remediation in the manner described in this policy shall be considered as a contravention of Schedule 1 of the *Environmental Planning and Assessment Act 1979*.

### 12.3.2 Conduct of remediation

To reduce the potential for offsite impacts and to comply with the requirements of the POEO Act, Category 2 remediation shall be conducted in the following manner:

#### Communication

- 1 *Adjoining property owners must be notified in writing of the commencement date, duration and nature of the remediation activities at least 7 days prior to remediation activities commencing on site.*
- 2 *A sign identifying the contact details of the remediation contractor must be displayed at the site for the duration of the remediation activities. The sign must identify the phone numbers for the duration of the remediation activities.*
- 3 *While the remediation activities are being undertaken the contractor must maintain a written record of any complaints received in relation to the conduct of the remediation. The written record must include each complainant's name and address, the time and date that each complaint was made, the nature of each complaint and the actions taken to address the complaint. The record may be requested by Council officers during the conduct of remediation, in which case the record must be made available to Council.*
- 4 *Any complaint received by the contractor in relation to the remediation activities must be notified to Council during Council business hours as soon as possible, and in all cases no later than 2 business days following the date that the complaint was received by the contractor.*

#### Managing Impacts

- 5 *Remediation activities must not cause any environmental harm outside of the area nominated for remediation within the site.*
- 6 *Remediation must not create visible dust that extends beyond any site boundary.*
- 7 *Remediation activities must not cause offensive noise (as defined by POEO Act) and avoid the production of vibration that may impact nearby properties.*
- 8 *Remediation activities must be managed to ensure that dust, odour, gases or fumes are not emitted beyond the boundary of the remediation site. Appropriate monitoring equipment must be used to demonstrate compliance with the condition.*

#### Dealing with Waste

- 9 *All liquid and solid waste must be classified in accordance with the Protection of the Environment (Waste) Regulation 2014 and related guidelines.*
- 10 *All waste transported from the remediation site must be covered in a vehicle suitable for that waste material. There must be no tracking of soil onto public roads.*
- 11 *Any receiver of waste material must be properly licensed by the EPA to receive that waste. If a non-licensed premises is intended to receive waste from the site then an approved notice within the meaning of s143(4) of the POEO Act (s143 notice) must be supplied prior to removal of the material from the remediation site.*

- 12 Details of material removed including volume, mass, classification, destination and any s. 143 notices are to be included in the validation report.
- 13 All waste transport routes must avoid where possible all sensitive land uses such as residential areas, schools, preschools, etc., avoid bus routes and particularly school bus pick up and drop off periods.

#### Validation report

- 14 A validation report shall be provided to Council along with the notice of completion required under clause 17(2) of SEPP 55 to confirm that the remediation has been carried out in accordance with the requirement of SEPP 55. The validation report must be prepared in accordance with Council's Contaminated Land Policy, the Managing Land Contamination Planning Guidelines (1998), relevant EPA Guidelines and the National Environmental Protection (Assessment of Site Contamination) Measure (1999). Please note the requirements specified in Council's Contaminated Land Policy relating to consultants reporting and Site Audits.

#### Site management plan

- 15 If the validation report recommends or requires the implementation of an ongoing site management plan or a site management plan is otherwise required, assistance must be provided to Council (including by executing relevant documents) to enable registration of a restriction or covenant requiring compliance with the site management plan that must be registered on the title under section 88E of the Conveyancing Act 1919 or section 29(3) of the Contaminated Land Management Act 1997. Council is to be named as the only party able to vary or release the restriction or covenant.

## **12.4 Underground Storage Tanks and Underground Petroleum Storage Systems**

The presence of an underground storage tank (UST) may not always be associated with an Underground Petroleum Storage System (UPSS) within the meaning of the *Protection of the Environment (Underground Petroleum Storage Systems) (UPSS) Regulation 2019*. In particular USTs used for material that is waste or is not petroleum or if the UST has not been operated since before 1 June 2008 may not necessarily be regulated by the UPSS Regulation.

For the removal of doubt, the removal of any underground storage tank (UST) used for the storage of liquids that in themselves constitute potential contaminants, will be considered to be remediation for the purpose of SEPP 55 only if validation of surrounding soils is carried out. Validation of UST removal or replacement is a requirement for sites that come under the UPSS regulation.

Where no validation sampling and laboratory analysis (in accordance with appropriate guidelines) is carried out, the site will be considered unremediated and will require suitable validation sampling before any determination under SEPP 55 can be made. However, to carry out the removal of a UST without validation is considered to be development that requires consent.

The modification of an Underground Petroleum Storage System as defined in clause 3 of the *UPSS Regulation 2019* is deemed to be development that requires consent.

## 12.5 Validation reports and Notice of completion of remediation

The Planning Guideline highlights the importance of validation reporting to remediation process.

The UPSS Regulation requires that a validation be submitted in relation to modification and decommissioning of UPSS (cl 11 and 13).

The Reporting Guidelines state that:

*Where remedial action has been carried out, the site must be 'validated' to ensure that the objectives stated in the RAP have been achieved. A report detailing the results of the site validation is required.*

SEPP 55 does not explicitly require that a validation report be submitted to Council following remediation works; however, a Notice of Completion is required under Clause 17. The Notice of Completion criteria is specified in clause 18 of SEPP 55.

For the purpose of this policy, a validation report is not considered to be the same as a Notice of Completion.

Following any remediation, it is required that:

- 1 A validation report be provided within 30 days of completion of work (except where legislation or a development consent permits another time period).
- 2 The Notice of Completion may be incorporated into the Summary Report, as specified in section 13.4, where it is provided with a complete validation report.

## 13 Contaminated Land Consultants

### 13.1 Reports

All reports regarding the assessment of site contamination, as set out in the Planning Guideline and the NEPM, must be prepared by a suitably qualified person and be completed in accordance with the Reporting Guidelines.

A report may be provided to Council as:

- 1 A validation report for Category 2 remediation;
- 2 A validation report required by clauses 11 and 13 of the UPSS Reg following modification or decommissioning of an UPSS;
- 3 A contamination assessment report in order for Council to carry out its planning function in relation to development applications or compliance with development consent; or,
- 4 A report intended to provide information in order to amend the CLIS status.

Council may need to determine whether or not a report meets the requirements of relevant standards, and may enforce compliance with the relevant standards of reporting if necessary.

If a report is to be used for DA assessment or for amending the CLIS, whether or not it was provided in the first instance for that or another purpose, Council will only consider that report if it meets the reporting standards of this policy. Council may not necessarily advise at the time of submission whether a report is considered to be satisfactory for another purpose at a later time.

If Council does consider that it cannot rely on a particular report because it does not meet the standards of this policy, it may request that another report be submitted to address the particular concern.

The following matters set out in this section of the policy below will be considered by Council in determining if any given report should be relied upon.

Any report received may be subject to review by Council staff and consideration of a Site Audit may be considered. Conclusions and recommendations will not necessarily be accepted or adopted by Council.

Council may choose to refer any report to other Council's within the Central NSW Contaminated Lands group for further comment.

All reports must:

- 1 Reference Council's policy and specifically refer to any conditions for remediation;
- 2 Be accompanied by a Summary Report as defined in this Policy in section 13.4.
- 3 Not have liability exclusions that prevent Council from relying on the information provided for carrying out its functions including maintaining and sharing information in accordance with this policy.

Reports provided to Council should contain factual information and avoid subjective opinion, language or analysis that has the potential to mislead Council or a third party to whom the report may be disclosed under s 10.7 of the EP&A Act.

### **13.2 Certification of consultant**

All reports submitted to Council for the purposes of fulfilling the SEPP 55 and the UPSS regulation are to be prepared, or reviewed and approved, by a consultant who is certified under a contaminated land consultant certification scheme recognised by the EPA.

The front cover of a report submitted to Council is to include the details of the consultant's certification.

Prior to 1 April 2017, consultants who are not certified should provide evidence that their qualifications, experience and breadth of expertise would meet the



expectations of a certification scheme and are appropriate for the nature of the investigation or plan being reported on.

Any report received by Council after 1 April 2017 that does not include the consultant's certification details will not be accepted.

Any report provided to Council following the adoption of this policy that does not meet the requirements set out above may not be recognised for the purpose of any subsequent Development Application.

### 13.3 Insurance

Consultants must carry professional indemnity insurance that specifically identifies contamination and pollution coverage to a value of at least \$20,000,000.

### 13.4 Summary Report

Council requires that any Assessment of Site Contamination report be accompanied by a summary report which provides a succinct overview of the site investigation or remediation on the parcel of land. The report will assist Council, landholders, purchasers and neighbours in reviewing matters associated with that land. A summary report cannot be relied upon solely for decision making under SEPP 55.

A summary report shall be one A4 page with one A4 page site plan or map. It should be completed on the template available from Council (see Appendix B for an example template). The report will provide a summary of the key facts:

- 1 Consultant's name and contact details;
- 2 Real property description (Lot, DP, address);
- 3 Main areas of concern;
- 4 Source of contamination;
- 5 Dates of investigations and remediation;
- 6 Nature and extent of contamination:
  - a Key contaminants involved;
  - b Highlight concentrations eg highest, % of samples above HSL, HIL etc;
  - c On the plan, an estimate of the lateral extent and depths;
  - d A cross section if useful;
- 7 What remediation was carried out including waste removed;
- 8 What contamination remains and where;
- 9 Brief recommendations of next steps;
- 10 Recommendation of suitability; and
- 11 Sign off, certification details and reference to full report.

Council shall be granted the right to copy summary reports for the use of owners or developers of the subject land or adjoining land.

## 14 Site Auditing

A statutory site audit in accordance with s47 *Contaminated Land Management Act 1997* may be required as a condition of consent or as partial notice of completion of remediation work (cl 18 SEPP 55).

The Planning Guideline states:

*“As a general principle, a site audit is only necessary when the planning authority:*

- believes on reasonable grounds that the information provided by the proponent is incorrect or incomplete;*
- wishes to verify the information provided by the proponent adheres to appropriate standards, procedures and guidelines;*
- does not have the internal resources to conduct its own technical review.”*

Under this policy, a site audit statement will be required for reports on sites where:

- Modified investigations threshold levels are used;
- A risk assessment is relied upon for determination of suitability;
- A groundwater investigation is not carried out where underground tanks or infrastructure has been identified;
- A Site Management Plan is to be imposed;
- Council does not accept the consultant's recommendation; or,
- Council considers it necessary.

A Site Audit Statement (SAS) may be requested at any stage of the investigation (Preliminary, Detailed, RAP Validation or Site management Plan) to assist Council in making its determinations under SEPP 55, however, Council will not require a SAS at every stage without cause.

The SAS needs to establish that the land is suitable, or could be made suitable, subject to any specific requirements of the site auditor for the specified land uses. Council will determine which of the land uses specified on the site audit statement best characterises the development and specify this in relevant development assessment or consent conditions.

## 15 Site Management Plans

A Site Management Plan (SMP) is required when contamination is to remain on site. The SMP should be developed in consultation with Council to determine that it can be reasonably complied with and enforced. It should make provisions for Council to carry out checks of relevant compliance.

Further information of the use and need for an SMP can be found in section 3.4.6 Environmental management plans in the *Guidelines for the NSW Site Auditor Scheme (3rd Edition)* (EPA NSW 2017).

Council may charge a fee for inspections or other services in relation to the monitoring of compliance of the SMP in accordance with provisions of the *Local Government Act 1993*.

Any SMP should be provided to Council along with any other report that recommends such a plan. The existence of an SMP will be noted on s. 10.7 planning certificates and included in the CLIS.

Where there is an SMP, and where Council is able to do so, a standard condition of consent will require the registration of a covenant on title requiring compliance with the SMP. This shall be a standard condition of consent for all development applications and Category 1 remediation where there is an SMP. It is a requirement relating to the conduct of Category 2 remediation under this policy.

Council will endeavour to have any SMP that Council is aware of, or relating to a consent condition predating this policy, registered on title by the land owner or relevant party.

## 16 Contaminated land standards for pollution

Individual pollution incidents, illegal dumping or spills of hazardous materials do not necessarily constitute contamination. Pollution incidents and waste offences should primarily be managed under the legislative framework set out in Chapters 4, 5, 7 and 8 of the *Protection of the Environment Operations Act 1997* and Schedule 9 of the *Environmental Planning and Assessment Act 1979*.

Such offences include but are not limited to:

- Filling land without consent under s. 4.2 of the EP&A Act;
- Filling land with material that is not approved ie where a development consent specifies that imported fill must meet certain standards;
- Water or land pollution as described in the POEO Act; or
- Unlawfully applying waste to land ss143,144 POEO Act

Waste is defined in the POEO Act and may include any type of soil with or without contaminants.

When dealing with matters of waste or pollution, it is not appropriate to use the NEPM as the basis for investigation. Waste classification (as per EPA guidelines) should be used.

When considering clean-up criteria for pollution incidents, illegal dumping or spills of hazardous materials, the original state of the land or "background" levels of contaminants should be used as the clean-up goal.

Only if the land cannot be returned to its original condition or the pollution or waste activities are deemed to be no longer current, may it be considered a potentially contaminated site.

## **17 The Protection of the Environment Operations (Underground Petroleum Storage Systems (UPSS) Regulation (2019) enforcement**

The Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 requires that the local Council is to be advised of certain matters including the validation reports for UPSS removal or modification and the notification of environmental harm.

All reports for validation of remediation under the UPSS regulation must meet the requirements for consultants' reporting set out in this policy, specifically consultant certification and the provision of summary reports.

The requirement of the UPSS regulation is generally to ensure that:

- 1) Infrastructure and equipment are properly designed, installed, commissioned and operated;
- 2) A secondary loss detection system is in place; and,
- 3) An environmental protection plan is in place.

The regulatory authority (the EPA until 1 June 2017, then Council) has the right under the POEO Act to enter the property and request to view records at any reasonable time.

At the time when regulatory responsibility for the UPSS regulation is handed to Council, Council may schedule routine inspections of UPSS sites to ensure compliance with the regulation. A fee may be charged in line with Council's Schedule of Fees and Charges.

Council is able to issue penalty infringement notices for any non-compliance with the regulations.

## Appendix A - Potentially contaminating land uses

The following land use definitions generally relate to the land use definitions used in the *Standard Instrument—Principal Local Environmental Plan*. Additional definitions and comments are included in the table to assist in identifying the potential to contaminate land from that land use.

# Should only be used where specific information about the site is available

Grouping	Potentially contaminating land use	Definition or comments
<b>Agriculture</b>	Aquaculture	Cultivating or keeping fish or marine vegetation for commercial purposes; Fisheries Management Act 1994
	Extensive agriculture <sup>#</sup>	Used to capture farm shed activities such as chemical storage and handling
	Food manufacturing	All types of food and drink manufacturing that may have included boilers or cooking, needs to be at reasonable scale
	Intensive livestock agriculture	Feed lots, piggeries, dairies, concentrated waste products Designated development triggers
	Intensive plant agriculture	Vineyards, orchards, irrigated cropping, turf farming
	Livestock processing industries	Production of products derived from the slaughter of animals (including poultry) or the processing of skins or wool of animals, and includes abattoirs, knackeries, tanneries, wool scours and rendering plants.
	Rural supplies	Store large quantities of chemicals but should be only applied where chemicals are decanted or repackaged on site
	Sheep and cattle dips	Public or private facilities
	Stock and sale yards	Associated with waste, wash-down facilities and stock dips or other pest treatments
	Tanning and associated trades	
<b>Asbestos</b>	Asbestos Disposal <sup>#</sup>	Where asbestos containing material has been buried for permanent disposal
	Asbestos production and disposal	Includes mining and asbestos product manufacturing
	Demolition without asbestos clearance	A building with significant ACM demolition without providing an asbestos clearance
<b>Chemical</b>	Acid/alkali plant and formulation	
	Battery manufacture, storage and recycling	Commercial scale storage of used batteries
	Chemical storage facilities	Includes the bulk storage and handling of chemical in association with other activities

<b>Grouping</b>	<b>Potentially contaminating land use</b>	<b>Definition or comments</b>
	Chemicals manufacture and formulation	
	defence works	UXOs, fuels and chemical use or storage
	Dry cleaning establishments	
	Hospitals	Incinerators and boilers, radioactive wastes
	laboratory	Place equipped to conduct scientific experiments, tests, investigations, etc., or to manufacture chemicals, medicines, or the like. Includes large scale photographic labs etc.
	Paint formulation and manufacture	
	Paper and printing works	Commercial printeries with significant stores of ink and solvents
	Pesticide manufacture and formulation	
	Wood preservation	
<b>Fuel</b>	Liquid fuel depots	
	Oil production and storage	Oil refineries
	Service stations	
	Store and dispense 450l or more of fuel or oils	Fuel storage on land where primary land use is not otherwise listed
<b>Industry</b>	Cement works	
	Drum re-conditioning works	
	Electrical manufacturing (transformers)	
	Electroplating and heat treatment premises	
	Engine works	Manufacture of engines
	Explosives industry	Includes explosives magazines, ammunition and fireworks manufacture and testing.
	Gas works	
	Heavy industrial storage establishment	Storage of goods, materials, plant or machinery for commercial purposes
	Heavy industrial workshops and metal fabrication	Includes welding, sand blasting, spray painting
	Iron and steel works	

Grouping	Potentially contaminating land use	Definition or comments
	metal treatment	
	Mining and extractive industries	Including mineral or ore processing or coal washing etc.
	Paper pulp or pulp products industries	
	Pet food manufacturing	As distinct from food manufacturing
	power stations	
	Sawmill or log processing works	Relating to often being off grid using steam or liquid fuel driven machinery, also drying kilns and use of pesticides
	Small engine service and repairs	Lawnmowers and other small engine not considered motor vehicles
	Smelting and refining	
	Storage of plant and equipment	Generally informal storage of equipment that may lead to land contamination
	Vehicle body repair workshops	Panel beaters and spray painting
<b>Transport</b>	Air transport facilities	Includes heliports and all ancillary buildings
	Emergency services facilities	Police, Ambulance Fire, SES have often included fuel storage
	Freight transport facility	
	Motor vehicle service and repairs	Including cars sales yards and tyre shops
	railway yards	
	Truck or transport depots	Place used for the servicing and parking of trucks, earthmoving machinery and the like
	Vehicle washing	Where involved in truck washing or engine degreasing for the public or as a standalone operation
<b>Waste</b>	Contaminated soil and groundwater treatment works	
	Junk yard	land used for the collection, storage, abandonment or sale of scrap metals, waste paper, bottles or other scrap materials or goods, or land used for the collecting, dismantling, storage, salvaging, or abandonment of cars or other vehicles or machinery or for the sale of their parts.
	landfill sites	Sites use for the disposal of waste
	Oil Recycling	
	Scrap yards	
	Sewage treatment plants	
	Site used for illegal waste disposal	

Grouping	Potentially contaminating land use	Definition or comments
	Use of uncertified fill	Land has been levelled or reshaped with fill material that has not been certified as suitable and or the filling has not been approved
	Waste storage and treatment	
<b>Other</b>	Commercial or industrial fixed plant with liquid fuels, e.g. generator sets.	
	Rifle or shooting range	
	Site that includes large electrical transformers or switch gear	Including electrical substations and transformers or switchgear for large industrial premises.
	Site that is impacted by off-site contamination <sup>#</sup>	Sites that would require contamination assessment due to the impacts of contamination derived from land that is being regulated by the EPA under Part 3 of the CLM Act.



## Appendix B Summary Report Template

Contaminated Land Management Summary Document -Pursuant to Narromine Shire Council Contaminated Land Policy

<b>Real property Description and address</b>					
Address	Lot	DP	Parish	County	
<b>Dates of investigation or remediation</b>					
<b>Main Areas of Concern</b>					
e.g. fuel tanks, waste area, storage of chemicals, processing area					
<b>Notable contaminant concentrations eg maximum specific concentrations and validation results</b>					
Maximum soil concentrations in soil removed – Analyte mg/kg, Residual soil concentration - Analyte mg/kg Maximum ground water concentration Analyte mg/l					
<b>Nature of works carried out</b>					
Soil investigation, ground water investigation, excavation, on-site remediation, removal of soil etc. Validation sampling, backfilled with imported soil with ENM classification.					
<b>Nature and extent of residual contamination</b>					
Contamination identified in investigation. Contamination unable to be remediated within the scope of the work, or areas not assessed.					
<b>Risk Factors</b>					
Reference to conceptual site model.					
<b>Waste removed</b>					
During remediation					
<b>Remediation Summary</b>					
What was removed or treated? Was it successful, is residual remediation remaining?					
<b>Statement of suitability</b>					
The land is considered suitable for [residential, residential with limited soil access, open space, industrial/commercial] land use, other (describe)					
<b>Endorsement</b>					
<b>This is an accurate summary of the report titled:</b>					
<b>Produced by:</b>					
<b>Dated:</b>					
<b>Provided to Narromine Shire Council on:</b>					
<b>Name:</b>			<b>Signature:</b>		
<b>Certification details</b>					

Summary Document - Textual description may not extend beyond one page.



**Summary Document – Site Plan.** Please note areas of concern, contamination removed or remediated and any residual contamination or risk factors.

Summary Document – Site Plan description may not extend beyond one page.

---

**Contamination Central: Supporting safe stable and sustainable redevelopment of land in Central West NSW.** Funded by the New South Wales Government through the EPA's Contaminated Land Management Program under funding by the NSW Environment Trust