

Systematic investigations checklist

Checklist item	Yes/No/NA	Comment
<p>Has a review been undertaken of the background of the premises and operations, using sources such as council files?</p>		
<p>Is the type of activity and likely air pollution problems from the source understood? Sources to use include:</p> <ul style="list-style-type: none"> • the Local government air quality toolkit • EPA website • web searches on processes involved, environmental problems typically encountered and suppliers of air pollution control equipment • information from colleagues working for council or for other councils that have had similar problems • benchmarking; that is, comparison with best-practice performance in similar industries. 		
<p>Have the types of controls been considered that might be employed to overcome the problems, as suggested in the Local government air quality toolkit?</p>		
<p>Has a review been completed for options for control with the business involved or an industry organisation?</p> <p>Aspects to be aware of during this review process include:</p>		

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<ul style="list-style-type: none"> multiple meetings and systematic inspections with expert consultants and advisers attending on behalf of the management most businesses and industries have been educated to acknowledge their environmental responsibilities. A reluctant operator can usually be engaged in the process using various means available to local council officers to achieve cooperation management may claim that the complaints or problems have arisen from a short-term or one-off change in operations and that normality has 'now been restored'. This may be the case, but other possibilities should be explored, and records checked for confirmation. 		
<p>Have more solutions been explored, if management accepts that a problem does exist?</p> <p>Options generated by management will tend to start with low-cost, low-difficulty solutions. These should be examined carefully (e.g. a proposal to deal with food odour by using simple water sprays should be questioned and the management should be persuaded to be more realistic).</p>		
<p>Has the choice of solutions led to issue of a prevention notice or clean-up notice under the <i>Protection of the Environment Operations Act 1997</i> or to an application to modify development consent conditions?</p> <p>Documentation about the proposed solutions should include:</p> <ul style="list-style-type: none"> benchmarks for progress firm completion and commissioning dates monitored or otherwise measurable performance outcomes. <p>The solution should include an audit process, to be carried out some time after completion of the works required, to make sure a real solution has been achieved. (In relatively straightforward cases this may not be necessary.)</p>		

Notes: EPA = NSW Environment Protection Authority; NA = not applicable.