

REF Review Checklist

Template Reference: DOC24/3137063 Revision 1 December 2024

Project details

Project name: Vincentia High School Upgrade

Purpose and limitations

This checklist is intended to assist project and consultant teams in checking that Reviews of Environmental Factors (REF) appropriately assess a proposed activity and address legislative requirements. It seeks to address common requirements, does not address every potential environmental matter that may be relevant to a site and includes matters that will not be relevant to all sites/proposals. The project consultant town planner is responsible for identifying potential environmental impacts and assessment requirements to consider and mitigate potential impacts.

Adequacy review

Complete the table below to check that the REF and supporting technical investigations have adequately assessed the proposed activity.

Requirement	Y	N	N/A	Comments
General requirements				
Regulatory requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF include:				
• an acknowledgement of County?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• details of:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o the proposed activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o need for the activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o alternatives considered, including the do-nothing option?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o relevant planning policies, including relevant indicative layout plans, masterplans, strategic plans or Voluntary Planning Agreements apply to the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o how proposal relates to relevant legislation and policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o related approvals required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o relevant determining authority (i.e. the NSW Department of Education)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• a description of the site (including address and lot/DP) and surrounding environment using text and plans/photos including details the environmental features and planning constraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• a description of land / road reserves associated with any off-site works?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• a summary of existing approvals and relevant conditions that apply to the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• for existing schools, confirmation that the proposed activity does not contravene a relevant condition of consent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• an assessment of potential impacts of the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• a summary of consultation undertaken, responses received and how responses were considered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre notification version of REF
• a statement certifying that the contents are true and correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• a conclusion that the proposal is not likely to significantly affect the environment or threatened species, communities or habitats unless a Species Impact Statement (SIS) (for aquatic biodiversity) or (terrestrial) Biodiversity Development Assessment Report (BDAR) has been prepared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• a statement that the proposed activity qualifies as	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
development without consent?				
<ul style="list-style-type: none"> a detailed response to the design quality principles set out in the T&I SEPP? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> a detailed response to the Design for Schools Guide? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> where relevant, a detailed response to any School Design Review Panel comments? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> a schedule of mitigation measures that are specific and deliverable? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the REF addressed s171 of the EP&A Reg including the environmental factors set out in the October 2024 Addendum for Consideration of environmental factors for health services facilities and schools and s171A (if the site is located in a regulated water catchment)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the REF been prepared in accordance with the Part 5 Guidelines , including the October 2024 Addendum for Consideration of environmental factors for health services facilities and schools ??	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If early engagement has occurred, has the REF summarised the issues raised been summarised and set out how they have been considered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scope Does the REF incorporate the relevant scope, including associated works such as additional infrastructure (i.e. substation, pumping stations, roadworks, stormwater etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landowner's detail and consent If owned by 'education', does the REF note that the land is owned by the Minister for Education and Early Learning rather than the department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has landowner's consent been obtained or has the landowner been notified of the REF? Note: It is the preference Landowner's consent is to be obtained prior to lodgement. However, where this is not possible and for any public domain or road works on council land, the council must be notified of the proposed works prior to lodgement of the REF.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title details Has a copy of the following been obtained to inform the REF:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> the certificates of title(s) for the site that is/are less than six months old? 				
<ul style="list-style-type: none"> the deposited plan? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> any instruments or encumbrances registered over the land? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> a detailed survey plan for the site that is less than 12 months old? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Easements and encumbrances Do the survey plan, proposed site plan and civil plans:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> clearly detail existing easements and encumbrances? 				
<ul style="list-style-type: none"> demonstrate that no buildings, works, structures, earthworks, trenches or other activities would contravene or impinge upon any easement or encumbrance over the site unless with written approval of the easement beneficiary? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans Does the REF reasonably depict the proposed activity in figures, plans and/or photomontages including indicative details of:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> overall layout? maximum height and footprint of buildings? elevational treatment of buildings? tree planting and general landscape treatment? 				
Attachments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF list documents (with revision numbers and dates) that form part of the REF and are relied upon to assess the proposed activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
Does the REF list include a list of all mitigation measures in Appendix 1?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF reference and list all figures and tables?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Terminology Does the REF use appropriate terminology for a REF:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• “activity” instead of “development”?				
• “NSW Department of Education” shortened to “the department” instead of “School Infrastructure NSW” or “SINSW”?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• “Proponent” instead of “Applicant”?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• “Mitigation measures” instead of “conditions”?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transport and accessibility				
Does the REF include a Transport and Accessibility Impact Assessment (TAIA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RTA / early consultation Does the TAIA summarise the work undertaken as part of, and the findings of, a Rapid Transport Assessment (RTA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF summarise consultation undertaken through the Transport Working Group (TWG) process, including issues raised by transport agencies and proposed responses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing conditions Does the TAIA describe the existing road network, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• the wider state network and local network?				
• speed and parking restrictions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• public transport?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• pedestrian infrastructure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• any known road safety issues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• any significant infrastructure gaps identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction traffic Does the TAIA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• set out proposed construction vehicle routes and site access arrangements and estimated movements per day?				
• include a high level assessment of / conclusion that the local road network could accommodate the movements subject to appropriate management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• set out parking arrangements for construction workers and conclude that sufficient parking would be available on site / proposed arrangements would avoid detrimental impacts to local roads?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• set out whether works zones are required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• include a preliminary construction management plan that details management and mitigation measures to minimise impacts and ensure safety of road users and pedestrians?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operational traffic Does the TAIA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• estimate the expected trip generation as a result of the proposed development having regard to:				
○ proposed number of students and staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ assumed travel mode share for the school developed having regard to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ existing mode share				
▪ proposed measures to reduce car-based travel				
▪ mode shares achieved for schools with similar use and transport characteristics?				
○ data from other nearby schools / previous studies and/or census data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ expected distribution across the local road network?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• outline future surrounding roads/road infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ILP not relevant

Requirement	Y	N	N/A	Comments
shown on a relevant Indicative Layout Plan/Masterplan and how the development responds to these?				
<ul style="list-style-type: none"> include a SIDRA analysis (or other modelling agreed through the TWG) of key nearby intersections before the proposed development (i.e. existing) and after the development at completion and 10 years after? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SIDRA not undertaken
<ul style="list-style-type: none"> include the detailed SIDRA modelling results? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> include a conclusion that the SIDRA analysis (or alternative) demonstrates that the local road network can accommodate the additional traffic generated by the development? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> if there is a reduction in Level of Service (LoS) from pre to post development, does the TIA justify that this is acceptable or set out measures to mitigate the impact / accommodate the additional demand? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> identify how significant infrastructure gaps will be addressed? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> include an existing conditions road safety assessment if existing road safety issues were identified? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> identify how any known safety issues will be addressed? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
School Transport Plan Has a School Transport Plan been included in the TAIA which:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> sets out measures to reduce car-based travel? 				
<ul style="list-style-type: none"> sets achievable targets for mode shift with supporting explanation and evidence? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> include provisions for the monitoring and review of the plan? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operational Parking Does the TAIA clearly set out:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> proposed car parking? 				
<ul style="list-style-type: none"> proposed bicycle car parking? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> proposed end-of trip facilities? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No EOT proposed.
Does the TAIA include an assessment of likely demand for parking having regard to the expected/target mode share?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so, does the proposal meet the expected demand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If it doesn't match expected demand, does it include information to demonstrate why this is acceptable? i.e. availability of on street parking in surrounding streets based on a parking demand survey to demonstrate spare capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the TAIA include a similar assessment of bicycle parking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Private vehicle drop-off and pick-up Does the TAIA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> describe the proposed private vehicle drop-off and pick-up arrangements? 				
<ul style="list-style-type: none"> identify the expected private vehicle drop-off / pick-up demand based on the expected/target mode share, number of trips / drop-offs and likely dwell time? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> assess the capacity of the existing / proposed private vehicle drop-off / pick-up areas to accommodate the above demand? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bus drop-off and pick-up Does the TAIA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> describe the proposed bus drop-off / pick-up arrangements? 				
<ul style="list-style-type: none"> identify the expected bus drop-off / pick-up demand based on the expected/target mode share and likely dwell time? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> assess the capacity of the existing / proposed bus drop-off / pick-up to accommodate the above demand? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service and emergency vehicle access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
Does the TAIA:				
<ul style="list-style-type: none"> set out the proposed access arrangements for service vehicles (i.e. garbage and other deliveries) and emergency vehicles? 				
<ul style="list-style-type: none"> set out any required mitigation or management measures? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> assess the above arrangements and conclude that they would not have significant impacts? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the TAIA:				
<ul style="list-style-type: none"> include a list of measures to mitigate the impacts of the activity? 				
<ul style="list-style-type: none"> conclude overall, that the activity would not be likely to have significant environment impacts? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise and vibration				
Noise monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF include a Noise and Vibration Impact Assessment (NVIA)?				
Does the assessment include background noise monitoring at locations that appropriately represent the existing noise levels at nearby sensitive receivers (i.e. residences, churches, health facilities, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the background noise monitoring undertaken meet the requirements of Noise Policy for Industry (2017) i.e. at least a week with acceptable weather conditions: <ul style="list-style-type: none"> average wind speed <5 m/s? no rain or other extraneous noise? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Construction noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the assessment consider impacts from construction noise and vibration in accordance with the Interim Construction Noise Guideline?				
Does it:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> determine noise management levels for the development? 				
<ul style="list-style-type: none"> predict noise levels of the proposed construction activities (usually of expected standard activities and equipment and associated noise levels given that full construction methodology will not yet be known)? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> conclude whether the predicted levels would exceed the noise management levels? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> set out measures to minimise impacts to sensitive receivers, including existing school users, and ensure best practice on site? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> conclude whether construction noise would be likely to result in significant impacts? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> adopt standard construction hours set out in the ICNG or include justification where non-standard hours are proposed? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the assessment include an assessment of potential impacts as a result of vibration during construction which:				
<ul style="list-style-type: none"> relevant standards and assessment criteria for human comfort, sensitive equipment and structural damage? 				
<ul style="list-style-type: none"> details potential sources of vibration during construction having regard to typical activities and equipment expected to undertake proposed construction works? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> consider potential impacts having regard to separation distances to nearby sensitive receivers? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> sets out measures to mitigate potential impacts, including existing school users? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> concludes that the proposed activity would not be likely to have significant environmental affects following 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
mitigation?				
Operational noise Does the assessment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• consider noise impacts from all aspects of proposed operations in accordance with the Noise Policy for Industry (2017) or Association of Australasian Acoustical Consultants Guideline for Child Care Centre Acoustic Assessment in the case of outdoor play?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• determine noise criteria that would be applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• consider all proposed activities, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o indoor learning activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
o outdoor play?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
o use of public address system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o plant and equipment (i.e. air conditioning)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o use of the hall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
o use of outdoor sports courts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• conclude that the proposal would meet the project noise trigger levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• set out mitigation measures if the proposal does not meet the trigger levels, does the assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internal noise tenability Does the assessment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NVA notes rail and road noise or vibration not required given site context.
• consider external sources of noise in proximity to the site (i.e. main roads or rail corridors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• detail applicable internal noise comfort criteria having regard to the EFSG?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• predict internal noise levels?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• conclude that internal noise levels would meet criteria?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• set out any proposed mitigation measures required to meet the criteria?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Overall assessment Does the assessment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• include a list of measures to mitigate the impacts of the activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• conclude overall, that the activity would not be likely to result in significant environmental affects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF list any mitigation measures identified in the assessment and incorporate them into the design where applicable (i.e. does the design include mechanical ventilation where this is required to achieve internal comfort levels)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Biodiversity				
Does the REF include either:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• a statement from a suitably qualified ecologist that the proposed activity will not be carried out in a declared area of outstanding biodiversity value and is not likely to significantly affect threatened species, populations or ecological communities, or their habitats or impact biodiversity values, meaning a Species Impact Statement and/or Biodiversity Development Assessment Report is not required having regard to s7.8 of the <i>Biodiversity Conservation Act 2016</i> (this might include a statement that accompanies a Biodiversity Development Assessment Report (BDAR) waiver issue ahead of a previously proposed SSD application); or				
• a SIS; and/or				
• a BDAR?				
A statement that the proposed activity is not likely to have a significant impact on matters of national environmental significance, or on the environment of Commonwealth land, and therefore referral to the Minister under the EPBC Act is not required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
Note: Contact the Statutory Planning team if impacts are likely.				
If the development is on biodiversity certified land, does the REF include information to identify the site (using associated mapping) and demonstrate the proposed development is consistent with the relevant biodiversity measure conferred by the biodiversity certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF list any mitigation measures identified in the assessment and incorporate them into the design where applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flooding				
Flood Hazard Does the REF include either: <ul style="list-style-type: none"> information that demonstrates that the site and key access routes are free of flood risk; or a Flood Risk and Impact Assessment (FIRA)? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a FIRA has been prepared, does it: <ul style="list-style-type: none"> state that it has been prepared in accordance with the updated Floodplain Management Manual and Toolkit, including Planning Circular PD24-001? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> detail consultation undertaken with the local council and any relevant agencies (i.e. State Emergency Service) to identify existing, draft and proposed flood studies relevant to the site? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> describe the flood potential of the site and key access routes having regard to available flood studies and information, the conditions of the site, and the types of flood: <ul style="list-style-type: none"> mainstream flooding? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> overland flows? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> flash flooding? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> describe the key flood mechanisms? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> include flood modelling showing flood extent, levels, depths, velocities and hazard classifications for all relevant events, including: <ul style="list-style-type: none"> 1% AEP / 1 in 100yr? 5% AEP / 1 in 20yr? 10% AEP / 1 in 10yr? 0.2% AEP / 1 in 500yr? 0.02% AEP / 1 in 5000yr? PMF? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> consider the timeframe for flood waters to inundate the site and timeframe for water to hit peak levels? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> consider the impacts of climate change on future flood frequency and levels? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Risk / impact of flood on the activity If a FIRA has been prepared, does it: <ul style="list-style-type: none"> determine whether the proposal is in a high-risk catchment? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> the location of the proposal in relation to flood behaviour and constraints including floodway, flood storage area or flood fringe area? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> the hazard vulnerability classification of the land? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> frequency of inundation? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> whether the proposal provides for safe occupation and efficient and effective evacuation in flood events and how it is to be achieved? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> in high-risk catchments, whether the proposal is likely to result in a significant increase to the risk to life in other parts of the catchment in a PMF flood event? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> any known evacuation constraints such as the flood emergency response classification for the area and 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Requirement	Y	N	N/A	Comments
available warning times (including rate of rise and when the evacuation route is cut off by floodwater)?				
<ul style="list-style-type: none"> whether the proposal is for a sensitive or hazardous land use, or other higher risk uses and what mitigation strategies (if any) are proposed to reduce any identified risks? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Impact of the activity on flood outside of the site If a FIRA has been prepared, does it address the matters to consider set out in PS-24-001, including has it determined: <ul style="list-style-type: none"> potential impacts of cut and fill and other building works on flood behaviour? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> whether there may be adverse flooding impacts on surrounding properties? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> ability of proposed development to withstand flood impacts? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Building and structure design If a FIRA has been prepared, does it: <ul style="list-style-type: none"> nominate a flood planning level (minimum floor level plus freeboard) for proposed buildings? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> recommend any other mitigations such as flood resistant materials or structural requirements? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FERP If the site or key access routes are impacted by flood waters, does the REF include a preliminary Flood Emergency Response Plan (FERP) that has been prepared in consultation with NSW SES?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the plan clearly and simply detail:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> the flood potential of the site? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> detail roles and responsibilities across the department and relevant emergency response agencies? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> flood monitoring and warning systems consistent with advice received to date from NSW SES? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> flood warning times and notifications? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> emergency management triggers, including rainfall and water levels? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> the emergency response to a flood event or events where different flood mechanisms impact a site? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> messaging and communication protocols? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> assembly points and flood free routes (where required)? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> shelter in place locations (where required as last resort) that are able to withstand flood and debris forces of the PMF? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> mechanisms and requirements for regular review? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> awareness training for employees, contractors, visitors, students and caregivers and induction of new staff members? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Conclusion Does the FIRA: <ul style="list-style-type: none"> conclude that the proposal would not be likely to result in significant environmental effects? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> list any mitigation measures identified in the assessment? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF list any mitigation measures identified in the assessment and incorporate them into the design where applicable (i.e. flood resistant structures and materials)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bushfire				
Does the REF include either:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> information that demonstrates that the site is not mapped as bushfire prone and is not adjacent to a potential bushfire hazard; or a Bushfire Assessment (BA)? 				

Requirement	Y	N	N/A	Comments
If a BA has been prepared, does it:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• assess the immediately adjoining bushfire hazard in accordance with Planning for Bush Fire Protection (PBP)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• consider bushfire in the wider landscape context and potential impacts to key access routes or surrounding communities that may impact the activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• identify bushfire protection measures required under PBP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• confirm if the activity can comply with the required bushfire protection measures, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ provision of minimum asset protection zones (APZs) with all buildings outside of the APZs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ minimum construction requirements for buildings? Note: - Table 2, Appendix B of the Addendum November 2022 to PBP requires school buildings on bushfire prone land to be built to a minimum of BAL-19. - The NSW RFS has advised that BAL-Low does not apply to school and similar developments under PBP. If the consultant considers that no construction standard applies, the report should state 'no requirements' in order to avoid further information requests from the NSW RFS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ access roads?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ provision of a perimeter road between the buildings and the bush fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
○ water provision?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ design of utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ emergency management arrangements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
○ landscaping?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conclusion Does the BA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• conclude that the proposal would not be likely to result in significant environmental effects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• list any mitigation measures identified in the assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF list any mitigation measures identified in the assessment and incorporate them into the design where applicable (i.e. APZs, BAL-19 construction)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contamination				
Have either of the following been prepared to inform the REF: • a Preliminary Site Investigation (PSI) and/or Detailed Site Investigation (DSI) that conclude that there is a low risk of contamination and that the site is suitable for the use of the site as a school; or • a PSI and/or DSI and a Remediation Action Plan (RAP)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PSI only
Does the PSI, DSI and RAP address all the potential sources of contamination mentioned in the various report?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the DSI or RAP identifies that limited further testing is required, has this been incorporated as a mitigation measure in the REF?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No further testing is recommended.
If remediation is required, does the REF determine if the remediation is Category 1 or 2 having regarded to the Hazards and Resilience SEPP?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF include an interim statement from a Site Auditor confirming that the RAP is appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If no interim statement, does the RAP set out actions to remediate all potential sources of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF summarise investigations undertaken and conclude that contamination risk has been appropriately addressed in accordance with the Hazards and Resilience SEPP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the PSI, DSI and/or RAP concluded that the proposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
would not be likely to result in significant environmental effects as a result of contamination and/or contamination management?				
Does the REF list any mitigation measures identified in the assessment and incorporate them into the design where applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental heritage				
Heritage items If: <ul style="list-style-type: none"> any portion of the site is a listed heritage item on the department's s170 register, in the Local Environmental Plan (LEP) or on the State Heritage Register (SHR); or there is a place listed on any s170 register, LEP or SHR immediately near the site; or the school site in a heritage conservation area; or the site has been previously assessed as having heritage significance even if no statutory listing has been provided; has a heritage impact statement (HIS) been prepared to support the REF?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a HIS has been prepared, does the HIS: <ul style="list-style-type: none"> provide a clear assessment of heritage significance against the NSW guidelines for Assessing Heritage Significance? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> include an assessment of the degree of impact (physical and visual) to identified heritage items? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> assess the impacts of the proposal to be less than minimal? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> detail consultation with council if the impacts were assessed as more than minimal? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> identify whether additional Heritage Act approvals (s60 permits) are required if the item is on the SHR? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> include adequate project justification and analysis of design options to show that the heritage impacts were not avoidable (if the impacts were assessed as more than minimal)? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> set out appropriate mitigation measures? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No mitigation recommended.
Archaeology Does the REF and/or HIS: <ul style="list-style-type: none"> consider the potential for archaeological relics either in a HIS or through existing regional planning documentation or similar? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> include an evidence-based archaeological assessment, including a clear grading of the potential for archaeological remains to be identified, and what their archaeological significance is? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If an archaeological assessment was undertaken has: <ul style="list-style-type: none"> the assessment been informed by historic archaeological test excavation (where necessary)? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> the assessment identified impacts to archaeological relics? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> archaeological monitoring or test excavation been proposed under a self-approved s139(4) Exception, and if so, has an Exception Record of Use Form been submitted and signed? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> is a permit under the Heritage Act (s140 / s60), approved by Heritage NSW, required to authorise impacts to relics? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> set out appropriate mitigation measures required to give effect to any mitigations from the archaeological assessment? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Aboriginal cultural heritage				

Requirement	Y	N	N/A	Comments
Does the REF either include: <ul style="list-style-type: none"> confirmation that the activity does not include ground disturbing works or removal of mature vegetation; or an Aboriginal Cultural Heritage Due Diligence (DD), a Preliminary Indigenous Heritage Assessment Impact (PIHA) and/or an Archaeological Survey Report (ASR) which identifies no harm to Aboriginal objects or places would occur; or an Aboriginal Cultural Heritage Assessment Report (ACHAR)? Note: where a DD / PIHA / ASR has been prepared and it identifies that Aboriginal objects or places are likely to be impacted, an ACHAR must be prepared.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where an ASR has been prepared, has it assessed the archaeological nature and significance of Aboriginal sites within the study area (through survey / test excavation)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Where an ACHAR has been prepared, has it been undertaken in accordance with the OEH consultation guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Where an ACHAR has been prepared, has it completed the mandatory steps, including: <ul style="list-style-type: none"> agencies contacted to identify relevant parties; an advert placed in local paper to invite registrations of interest; invitations to register issued to potential stakeholder groups; methodology issued to RAPs and invited to comment; and draft ACHAR sent to RAPs and invited to comment? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Where an ACHAR has been prepared: <ul style="list-style-type: none"> have all comments provided by RAPs been addressed and actioned (where possible) in the ACHAR? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> did the ASR or ACHAR assess the archaeological nature and significance of Aboriginal sites within the study area (through survey / test excavation)? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> assess impacts of the proposed works? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> indicate that an Aboriginal Heritage Impact Permit (AHIP) is required? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Has the REF and/or supporting documents: <ul style="list-style-type: none"> included a list of measures to mitigate the impacts of the activity? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> concluded that the proposal would not be likely to result in significant environmental effects? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Built form and urban design				
If the project has a value over \$50M, has it been presented at School Design Review Panel (SDRP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If presented to SDRP, have comments from the Panel been:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> summarised in the REF / Design Report? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> appropriately considered, incorporated into the design (where appropriate) and responded to in the REF / Architectural Design Report? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the Design Report: <ul style="list-style-type: none"> explain how the proposed layout, building and facade design appropriately considers and respond to the existing / likely future / preferred character of the streetscape? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> address the design quality principles in the T&I SEPP and the design principles set out in the Design Guide for Schools? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> explain how the height of the proposed development is appropriate in consideration of the site context and form of surrounding development? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
Environmental amenity				
Overshadowing Does the REF:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• include shadow diagrams?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• discuss impacts from overshadowing impacts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• conclude that the proposal would have no significant impacts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• if the proposal results in overshadowing of windows or private open space of residential properties, does the REF demonstrate maintenance of at least two hours of daylight as required by the Apartment Design Guide or otherwise in accordance with the applicable Planning principles?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Privacy Does the REF consider potential privacy impacts of the proposed works and conclude that these would not be likely to result in significant effects with or without mitigation measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual impacts Does the REF assess potential visual impacts of the proposed works and conclude that impacts would not be significant with or without mitigation measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual impacts (view sharing) – private views If the activity has the potential to obstruct existing significant views from private property, does the REF include an assessment of the proposal in accordance with the Tenacity Principles including as assessment of the: • type of views affected; • parts of the property the views are obtained; • extent of the impact; and • reasonableness of the proposal causing the impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the assessment conclude overall, that the proposal would not be likely to result in significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Visual impacts (view sharing) – public views If the activity has the potential to obstruct existing significant views from public land, does the REF include an assessment in accordance with the established planning principles (i.e. principles established by the Land and Environment Court in Rose Bay Marina Pty Limited v Woollahra Municipal Council and anor [2013] NSWLEC 1046 (principles of view sharing: the impact on the public domain), including: • an assessment of: o nature and scope of the existing views from public domain; o locations in the public domain from which potentially interrupted view is enjoyed o extent of the obstruction at each relevant location; o intensity of public use of those locations where that enjoyment will be obscured, in whole or in part, by the proposed activity; o whether there is any document that identifies the importance of the view to be assessed; and • a quantitative and qualitative evaluation of the impacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF list any mitigation measures identified in the above assessments and incorporate them into the design where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Air quality				
If the site is adjacent to a significant potential source of air pollution (i.e. motorway, airport or hazardous industry), has the REF been informed by either of the following by a suitably qualified person: • a statement that air quality at the site is suitable for the	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Requirement	Y	N	N/A	Comments
proposed use based on expert advice and/or existing data; <ul style="list-style-type: none"> an air quality assessment? Note: Reference may need to be given to Development Near Rail Corridors and Busy Roads – Interim Guideline in the above				
If an air quality assessment is prepared, does it: <ul style="list-style-type: none"> conclude that air quality is suitable for the proposed use with or without migration? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> indicate impacts generated by the proposed activity and suitable mitigation measures? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF summarise the assessment and list any mitigation measures identified in the above assessments and incorporate them into the design where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Trees and landscaping				
Has an Aboricultural Impact Assessment (AIA) been prepared to support the REF which assesses existing trees within the proposed works area, including street trees, and recommends tree protection measures for trees to be retained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF discuss the number, species, pot sizes and height of trees to be removed and trees to be planted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any tree protection measures set out in the AIA been incorporated in: <ul style="list-style-type: none"> the design; REF mitigation measures; and the preliminary construction methodology? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Impact				
Does the REF include an assessment of the social impacts of the proposed activity comprising either: <ul style="list-style-type: none"> Sites identified for a school in a Voluntary Planning Agreement (VPA), Concept Approval, Precinct Plan, Indicative Layout Plan, adopted Masterplan, or other adopted strategic planning document, together with upgrades to existing schools - <u>Social impact addressed in REF by the consultant town planner</u> (i.e. no standalone SIA report). New schools where land has not been identified as a school in a strategic planning document or VPA etc - <u>Social impact addressed in the REF by consultant town planner (or suitably experienced), or as necessary, in a stand-alone report.</u> Schools subject to closures or mergers, or where there is loss of, or substantial change to, community infrastructure: <u>Comprehensive SIA as a separate report prepared by suitably experienced consultant.</u> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ecologically sustainable development				
Does the ESD Report set sustainability targets for the activity in line with the department's commitments, including: <ul style="list-style-type: none"> Green Star Buildings certification for projects with >1000m2 new building and >\$10m EDC of 5 Star for Sydney, Wollongong and Newcastle metro or 4 Star for rest of NSW Operational energy and potable water intensity targets for the activity? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If Green Star Buildings certification is required, does the ESD Report include: <ul style="list-style-type: none"> the Green Star registration number for the project, and a Green Star Building pathway showing how activity will achieve the required number of credit points to certify? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable under the Sustainable Buildings SEPP, has an NABERS embodied emissions material form been included in the ESD Report?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Embodied emissions form has been prepared.



Requirement	Y	N	N/A	Comments
Does the ESD report include a Climate Change Risk Assessment and Adaptation Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For sites identified as any high or extreme risks in the Climate Change Risk Assessment and Adaptation Plan, have design responses been identified to be incorporated into the project to mitigate the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the ESD Report adequately address how the activity will: <ul style="list-style-type: none"> minimise waste from associated demolition and construction; minimise peak electricity demand; minimise overall energy use through passive design; generate and store renewable energy; minimise consumption of potable water; and meter and monitor energy and water consumption and energy generation? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the ESD Report include a Net Zero Action Plan / Net Zero in operations plan (exact name TBA) that adequately addresses how the activity has been designed to eliminate use of fossil fuels during operations, or how the use of fossil fuels will be minimised and will be eliminated by 2035?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staging				
If the project is to be staged, does the REF include preliminary details on how construction and operations will be managed during each stage of the development, including the following for each stage: <ul style="list-style-type: none"> operational areas and areas still under construction? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> student/staff numbers? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> operational and construction access and parking arrangements? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> open space provision? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> measures to ensure acceptable amenity for students and staff in areas adjacent to ongoing construction? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> measures to ensure the safety and security of students and staff? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Has each relevant technical report (transport and acoustic reports at a minimum) assessed the proposed staging and concluded that it would not be likely to result in significant environmental affects, including cumulative affects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF list any mitigation measures identified as a result of the proposed staging?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Utilities				
Does the REF broadly set out how the proposal will be serviced by necessary services and utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF assess any works required to provide necessary services and utilities and conclude that these would not have significant environmental affects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If on site water treatment is required, does the REF include an on-side waste water management plan / land capability assessment that concludes that the site would be capable of accommodating wastewater without significant affects on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If temporary arrangements are required (i.e. generator), does the REF assess any potential temporary environmental effects as a result of the arrangements and conclude that significant effects would not be likely?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stormwater drainage				
Has a stormwater management plan been prepared that: <ul style="list-style-type: none"> considers and complies with council's applicable engineering specifications, including requirement for on-site detention and water quality treatment? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> demonstrates that the proposed stormwater 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
management system would not increase runoff from the site (i.e. that post-development flows do not exceed pre-development flows)?				
<ul style="list-style-type: none"> demonstrates that the stormwater management system would discharge to a legal point of discharge? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> conclude that stormwater would be managed so that the proposal would not be likely to have significant environmental affects? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF summarise the proposed stormwater management strategy and conclude that the activity would not be likely to have significant environmental impacts as a result of stormwater management with or without mitigation measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soil and water				
If the site is mapped as, or has otherwise been identified, as having salinity potential, does the geotechnical report consider impacts from salinity and set out measures to mitigate impacts (i.e. Salinity Management Plan) so that they would not be significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the site is mapped as, or has otherwise been identified as having acid sulfate soils (ASS) potential, does the geotechnical report consider impacts from ASS and set out measures to mitigate impacts (i.e. ASS Management Plan) so that they would not be significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the site is mapped as being in an area of groundwater vulnerability, does the REF include an Integrated Water Management Plan that assess the potential of the activity to impact groundwater and does it conclude that the activity would not be likely to have significant environmental impacts with or without mitigation measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the site is mapped as being in an area of landslide risk, does the REF assess the potential of the activity and does it conclude that the activity would not be likely to have significant environmental impacts with or without mitigation measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Has an Erosion and Sediment Control plan been prepared to inform the REF that includes: <ul style="list-style-type: none"> a plan(s) detailing: <ul style="list-style-type: none"> property boundaries, existing levels of the land in relation to the building, roads and where stormwater surface flows enter and leave the site? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> the location of stabilised construction access points? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> the location of perimeter sediment/erosion controls? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> any 'no-go' areas that are not to be disturbed? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> location of stockpile areas? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> location of proposed temporary and permanent site drainage? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> specific measures to be implemented to prevent pollution of stormwater off the site? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the REF summarise the proposed controls and incorporate any mitigation measures identified in the above documents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erosion and Sed plan to be prepared as a MM.
Waste management				
Has a preliminary Construction Waste Management Plan been prepared that informs the REF that considers: <ul style="list-style-type: none"> the likely type and volume of waste generated by the activity? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> opportunities to reuse and recycle waste in order to reduce waste sent to landfill? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> set out measures to handle and dispose of the waste? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> conclude that appropriate arrangements can be put in place such that there would not be likely to have 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	Y	N	N/A	Comments
significant environmental affects?				
Has a preliminary Operational Waste Management Plan been prepared to inform the REF that considers:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> the likely type and volume of waste generated by the activity? 				
<ul style="list-style-type: none"> opportunities to reuse and recycle waste in order to reduce waste sent to landfill? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> set out measures to handle and dispose of the waste including the number of bins, siting and size of the waste storage area, and truck access arrangements (including swept path diagrams to demonstrate access can be achieved in a forward direction)? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Council's waste management policies, if applicable? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> conclude that appropriate arrangements can be put in place such that there would not be likely to have significant environmental affects? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the REF summarise outcomes of the above and incorporate any mitigation measures identified in the above documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aviation				
If the proposal is located within the Obstacle Limitation Surface (OLS) or is in close proximity to an aviation facility, including helicopter landing sites, has a statement from a suitably qualified person assessing the proposed activity been prepared to inform the REF?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the statement:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> describe the nearby aviation facility? 				
<ul style="list-style-type: none"> any relevant policies, procedures or controls that apply to development works on the site? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> assess any potential impacts from the activity, including proposed buildings, on aviation operations? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> assess any potential impacts of the proposed construction activities, including use of cranes, on aviation operations? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> describe any consultant with the relevant airport, CASA or other relevant aviation authority? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> advise if any approvals are required under aviation legislation? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> conclude that the proposal is appropriate and would not have detrimental impacts on aviation safety or operations? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the REF summarise outcomes of the above and incorporate any mitigation measures identified in the above documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Signs				
Does the REF include:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> an assessment of the proposed signs against the Chapter 3 Advertising and Signage, under SEPP (Industry and Employment) 2021 a site plan and elevations of any proposed signs that clearly depict the location, type, content and appearance of any proposed signs that form part of the REF activity? 				
Other				
If the site is located in a coastal management or sensitivity area, does the REF include a Coastal Management Assessment that assesses the likely impacts of the activity on coastal values and concludes that these would not be likely to be significant with or without mitigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the site is in proximity to a gas or oil pipeline, petrol station, LPG storage, landfill or other hazardous use, does the REF include a Preliminary Hazard Assessment that assesses the risk to the proposed activity and concludes that the risk is	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Requirement	Y	N	N/A	Comments
acceptable according to any relevant assessment framework?				
If the site is in a Mine Subsidence District or Mine Subsidence Risk Area, does it include a Mine Subsidence Statement and Advisory Board Approval or Mine Subsidence Risk Report (as appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the site is in proximity to high voltage power lines or telecommunication towers, does the REF include an Electromagnetic Field Report that assesses the risk to the proposed activity and concludes that the risk is acceptable according to any relevant assessment framework?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the site is located in an area of risk of unexploded ordinance, does the REF include an Unexploded Ordinance Risk Assessment that assesses the risk to the proposed activity and concludes that the risk is acceptable according to any relevant assessment framework?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the proposed activity includes a proposed government preschool, does the REF include a report that details how the proposed activity complies with Part 4 of the Child Care Planning Guideline September 2021?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Completion

	Name and position	Signature	Date
Prepared:	Rosie Sutcliffe Project Town Planning Consultant		1/04/2025
Reviewed:	Alex Jellie Senior Project Manager		1/04/2025