Report to Environmental Incident Hotline LOCATION OF INCIDENT



Recent changes to Part 5.7 of the *Protection of the Environment Operations Act* 1997 (POEO Act) specify new requirements relating to the notification of pollution incidents. For more information see www.environment.nsw.gov.au/pollution/notificationprotocol.htm

Project Facility Activity Location/Name: STREET NUMBER STREET NAME				
STREET NAME				
SUBURB	NEAREST CROSS STREET			
WHERE DID THE INCIDENT OCCUR				
CESTION WINTER PERPANCIPLE FOR THE CITE				
SECTION/UNIT RESPONSIBLE FOR THE SITE				
Sewage	Cause			
break in mains	blockage			
pumping station (sewage or chemical)	mechanical failure			
sewage treatment plant	electrical failure or power outage			
other (ponds etc)	rainfall inundation			
Waste	trade waste incident			
waste from Council project/facility/activity	break in main			
dumped waste	other			
asbestos only				
General				
spill/overflow (chemical, fuel, substance etc) - additional detail required below				
vegetation – disturbance / damage				
general – (heritage, water, wildlife etc)				
other				
DESCRIPTION OF INCIDENT				
ACTION TAKEN TO CONTAIN / MANAGE THE INCIDENT				
Were photos taken: YES NO	Were samples taken: YES NO			
DETAILS OF PERSON REPORTING THE INCIDENT				
NAME	DATE			
PHONE MOBILE				
DEPARTMENT SECTION				

PARTB Report to Environmental Incident Hotline INVESTIGATION



The appropriate Section Supervisor/Manager is responsible for completion of Part B of the incident report.

IMMEDIATE ACTION BY SUPERVISOR/MANAGER

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Will the incident: 1. Require assistance from other agencies to contain, isolate or cleanup?			anup?	YES	NO	NOT SURE
If "Yes" call 000 immediately.						
 2. Pose any actual or potential harm to human health that is not trivial? Is it located within 100m of a school, childcare centre, aged care home? Could it impact on users of public areas such as ovals, reserves, waterways? Could the impact spread and potentially harm occupants of nearby properties? 					NOT SURE	
				YES	NO 🗌	NOT SURE
 3. Pose any actual or potential harm to ecosystems that is not trivial? • Could the incident flow / impact on a water body or drainage system? • Could the incident flow / impact on environmentally sensitive land? 			m?	IL3	NO	NOT SOIL
4. Result in actual or potential loss or property damage of an amount over \$10,000?				YES	NO	NOT SURE
f you answered 'YES' to any of th notify the EPA, Ministry of Health where material harm is caused or AGENCY NOTIFICATIONS	, WorkCover	and Fire and Rescue NS	SW immediately after b	pecoming aware	of a polluti	on incidents
f the incident does not require an in	nitial combat a	agency, or once the 000 ca	ll has been made, notify	the relevant auth	norities in th	e following order.
NSW EPA (EPA Environment Lin	ne: 131 555)					
Contacted: YES	N0	Reason not contacted:				
NAME OF EPA REPRESENTATIVE		TIME AND DATE	<u>[</u>	EPA REFERENCE N	UMBER	
ACTIONS REQUIRED BY EPA						
NSW Health – Local Public Hea		· ·	u/publichealth/infectio	ous/phus.asp)		
Contacted: YES	NO	Reason not contacted:				
NAME OF PHU REPRESENTATIVE		TIME AND DATE		PHU REFERENCE N	NUMBER	
ACTIONS DECLIDED DVI OCAL DUIL						
ACTIONS REQUIRED BY LOCAL PHU						
WorkCover Authority (WorkCo	ver: 13 10 50)				
Contacted: YES	NO	Reason not contacted:				
NAME OF WORKCOVER REPRESENT.	ATIVE	TIME AND DATE	<u>, </u>	WORKCOVER REFE	RENCE NUM	BER
ACTIONS REQUIRED BY WORKCOVER	₹		,			
Fire & Rescue NSW (Emergence	cy Hotline: 00	00)				
Contacted: YES	NO	Reason not contacted:				
NAME OF FIRE & RESCUE REPRESE	NTATIVE	TIME AND DATE		FIRE & RESCUE RE	FERENCE NU	JMBER
ACTIONS REQUIRED BY FIRE & RESC	CUE					
The state of the s	-					



OTHER NOTIFICATIONS TO CON	SIDER INCLUDE:			
Internal contacts eg Environme Media NSW Food Authority Shellfish programs River users eg boat hiring comp Marine education centres Other				
PRELIMINARY INVESTIGATION				
Notes from discussions with relev	vant operational staff			
Any further observations or comm	nents by Supervisor / Manager			
CATEGORISATION BY AUTHORIS	SED OFFICER			
Minor No notification required	 Incident affects small area only (eg single property) AND Incident is easy to clean up without additional assistance, AND There is no risk of material harm to humans or the environment. 			
Moderate Notify EPA and Local PHU only	 Incident affects more than one property OR There is a risk of pollution or material harm to the environment BUT Cleanup can be completed without assistance AND There is no danger to humans. 			
Major Notification required - Notify EPA, Local PHU, Workcover and Fire & Rescue	 Potential or actual harm to humans and the environment AND/OR Assistance is required with cleanup from other agencies. 			
Council Responsible	Incident occurred as a direct result of Council activity or function.			
Response by Council	Incident occurred on Council land, or land under Council care and control BUT Council did not cause the incident.			
Technical Licence Breach	Relating to technical compliance such as exceedence of permissible discharge volume or environmental monitoring limits.			
DETAILS OF APPROPRIATE SEC	TION SUPERVISOR/MANAGER REPORTING THE INCIDENT			
NAME PHONE	DATE MOBILE			
DEPARTMENT SECTION				

