Form

**Resource activities other than mining**

**Incident notification**

*This form is to be used for notifying the administering authority about incidents causing or threatening environmental harm in accordance with the conditions contained in an environmental authority for resource activities other than mining including petroleum, greenhouse gas storage and geothermal activities.*

**Office use only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date entered in database: | Insert date. | Relevant regional manager: | Insert name. |
| Reference number: | Insert number. | Date sent to regional manager: | Insert date. |
| Relevant regional area: | Insert area. | Officer actioning this item: | Insert name. |

# Person providing notification

|  |  |
| --- | --- |
| NAME:  Insert name. | TELEPHONE (BUSINESS HOURS):  Insert number. |
| TELEPHONE (AFTER HOURS):  Insert number. |
| COMPANY/ORGANISATION NAME:  Insert name. | |
| POSTAL ADDRESS:  Insert address. | |
| EMAIL:  Insert email. | FACSIMILE:  Insert number. |

1. **Details of the site or location where the incident has occurred**

## Please provide details of the lot and plan description at which the incident or activity has taken place (and full street address if available).

|  |  |
| --- | --- |
| NAME BY WHICH THE PROPERTY IS KNOWN:  Insert name. | |
| FULL STREET ADDRESS OF THE SITE:  Insert address. | |
| ANY OTHER INFORMATION THAT WILL ASSIST IN QUICKLY LOCATING WHERE AN INCIDENT HAS OCCURED:  Insert detail. | |
| LOT(S):  Insert lot(s). | PLAN(S):  Insert plan(s). |
| TENURE TYPE(S) AND NUMBER(S):  Insert tenure type and number. | |
| GRID REFERENCES (DECIMAL DEGREES GDA94):  Insert grid references. | |
| LOCAL GOVERNMENT AUTHORITY:  Insert local government authority. | |

* 1. **Area of the land over which the incident has occurred or affected?**

|  |
| --- |
| ESTIMATED AREA (m2):  Insert area/m2 |

* 1. **Environmental authority type and number:**

|  |  |
| --- | --- |
| ENVIRONMENTAL AUTHORITY TYPE:  Insert EA type | ENVIRONMENTAL AUTHORITY NUMBER:  Insert EA number |

* 1. **Has a map or locality plan been attached to this notification?**

The processing of this information will be greatly assisted by the inclusion of a map or locality plan that shows the affected land.

No  Yes

* 1. **State the time and date when you first became aware of the event for which notice is given.**

|  |  |
| --- | --- |
| TIME:  Insert time. | DATE:  Insert date. |

* 1. **Does this notice relate to notification of an incident that has occurred while carrying out a non- mining resource activity that has:**

|  |  |  |
| --- | --- | --- |
| * negatively affected, or is reasonably likely to negatively affect, the water quality of an aquifer; or | No | Yes |
| * has caused the connection of two or more aquifers. | No | Yes |

# Nature and circumstances of how incident has occurred

## Describe the nature of the activity being carried out that gave rise to the incident.

If you require additional space attach the information on a separate sheet and make reference to that sheet here.

|  |
| --- |
| Insert details |

## Describe the circumstances in which the incident has occurred. Please provide details of the events that led up to the incident, any preventive steps that may have been taken, any factors that may make the incident worse, and any other matters that may be relevant to the incident and any cleanup up action.

If you require additional space attach the information on a separate sheet and make reference to that sheet here.

|  |
| --- |
| Insert details |

## Provide details of any immediate actions taken to control the impact of the emergency or incident and describe how environmental harm was mitigated at the time of the emergency or incident.

If you require additional space attach the information on a separate sheet and make reference to that sheet here.

|  |
| --- |
| Insert details |

## Were any stock or wildlife exposed, or potentially exposed to any contaminants released? If so, describe the exposure, including duration and any subsequent measures taken after the exposure occurred.

If you require additional space attach the information on a separate sheet and make reference to that sheet here.

|  |
| --- |
| Insert details |

## Provide details or any sampling conducted or proposed relevant to examining environmental impacts as a result of the incident or emergency.

If you require additional space attach the information on a separate sheet and make reference to that sheet here.

|  |
| --- |
| Insert details |

## Provide any additional information that may be relevant to this notification or incident.

If additional space is required attach the information on a separate sheet and make reference to that sheet here.

|  |
| --- |
| Insert details |

## Incident type:

Spill  Discharge  Fire  Detection of contaminant

Unauthorised disturbance to land  Other

## Source of release:

Vehicle spill  Vessel spill  Pipeline breach  Dam/pond failure

Drain outlet  Bulk/tank  Vessel sinking  Dumping

Sewage discharge  Other

## Contaminants:

|  |  |  |  |
| --- | --- | --- | --- |
| Solid chemicals | Liquid chemicals | Hydrocarbons | Gas/vapour |
| Pesticide/herbicide | Nutrients | BOD/COD | Dangerous goods |
| Coal seam gas water | Coal seam gas water concentrate or brine | Restricted stimulation fluids | Stimulation fluids |
| ☐ Flow back water | Other |  |  |

## Details:

|  |  |
| --- | --- |
| QUANTITY:  Insert quantity | Litres  Kilograms  Tonnes  Other |
| AREA/EXTENT AFFECTED (m x m):  Insert area (m x m) | |

## Environmental risk, impact and recovery issues:

|  |  |  |  |
| --- | --- | --- | --- |
| Waterway/drain | Marine | Estuarine | Freshwater |
| Land contamination | Urban area | Air/fallout | Vegetation |
| Protected area | Other |  |  |

* 1. **Date by which incident investigation report / root cause analysis will be submitted:**

|  |
| --- |
| DATE:  Insert date. |

# Details of registered owners or occupiers of affected land to which notice has been given

**Note:** Notification of registered owners or occupiers of affected land does not have to occur before notification of the administering authority.

## Have any registered owners or occupiers of affected land been notified of this incident?

No

Yes (provide details of the occupiers and registered owners of land affected, or potentially affected, by this incident including details of how notice to those persons was given)

|  |  |
| --- | --- |
| NAME:  Insert name. | TELEPHONE:  Insert number. |
| POSTAL ADDRESS:  Insert address. | |
| DESCRIPTION OF HOW NOTICE WAS GIVEN:  Insert description. | |

If you require additional space you may attach the information on a separate sheet.

* 1. **Describe the current status of consultation with registered owners or occupiers of affected land and any actions as requested by the registered owners or occupiers.**

|  |
| --- |
| Insert details |

# Declaration

**Note:** If you have not told the truth in this application you may be liable for prosecution under the relevant Acts or regulations.

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge. I understand that it is an offence under section 480 of the *Environmental Protection Act 1994* to give to the administering authority or an authorised person a document containing information that I know is false or misleading in a material particular. I also understand that under section 480A of the *Environmental Protection Act 1994* that, if I am required to give a document to the administrating authority or an authorised person, it is an offence to give a document that contains incomplete information in a material particular.

I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

|  |  |
| --- | --- |
| NOTIFYING PERSON’S SIGNATURE:  Insert signature. | TIME / DATE:  Insert time/date. |

**Privacy statement**

The Department of Environment, Science and Innovation (DESI) is committed to protecting the privacy, accuracy and security of your personal information in accordance with the *Information Privacy Act 2009*. DESI is collecting your personal information in accordance with ss. 320–320G of the *Environmental Protection Act 1994* in order to respond to notice given of material or serious environmental harm. The information will only be accessed by authorised employees within the department. Your information will not be given to any other person or agency unless you have given us permission or we are authorised or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*.

For queries about privacy matters email: [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au) or telephone: 13 QGOV (13 74 68).

# Sending the written notice

Please return the completed notice to Permit and Licence Management by:

|  |  |
| --- | --- |
| ***Email:*** [*pollutionhotline@des.qld.gov.au*](mailto:pollutionhotline@des.qld.gov.au)  *Note: Include ‘Incident Notification’ in the subject line of the email and attach a completed copy of the template.* | ***Registered post:***  Permits and Licensing  Department of Environment, Science and Innovation GPO Box 2454  BRISBANE QLD 4001 |

# Phoning the pollution hotline

In addition to providing the written notice if you become aware of a matter which has caused or threatens serious or material environmental harm you should immediately call the pollution hotline on **1300 130 372** and report the matter. Reporting the matter through the pollution hotline allows the administering authority to take necessary measures to prevent further harm and to mitigate the effects of an incident or event.

In addition to notifying the administering authority, and where that is not the relevant local government, it is good practice to notify the local government for the area where the event has occurred*.*

# Further information

The latest version of this publication can be found at [**www.des.qld.gov.au**](http://www.des.qld.gov.au/)using the publication number ESR/2015/1753 as a search term or by contacting Permits and Licensing on 13 QGOV (13 74 68).