

Appendix A6

Environmental incident and classification procedure



Transport
Roads & Maritime
Services

ENVIRONMENTAL INCIDENT CLASSIFICATION AND REPORTING PROCEDURE

June 2015

About this release

Title	Environmental Incident Classification and Reporting Procedure
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Approval and authorisation		Name
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Document Status		Date
Version 4.11		02 June 2015
Version	Date	Revision Description
1.0	14.11.2007	Classification and Management of Environmental Incidents and Hazards. Environmental incidents classified under two categories.
1.1	22.11.2007	Additional definitions included.
1.2	10.12.2007	Clarified definition of Senior Environmental Officer
2.0	08.02.2008	Title change. New incident category (Cat 3) included.
2.1	14.02.2008	Appendix 1 Environmental Incident Report Form & instructions included.
2.2	11.04.2008	Environmental Incident Report Form & instructions included in Guidance material
2.3	09.07.2008	Minor changes to category 1 incident types; discharge of waters, critical habitat and failure to comply with a REF determination.
3.0	16.06.2011	Sections from Guidance document included in Procedure. Requirement to notify Chief Executive and relevant Directors of significant category 1 incidents. Appendices included.
3.1	22.12.2011	Significant changes to formatting.
4.0	27.04.2012	Title change to Environmental Incident Classification And Reporting Procedure. Update to include Maritime Division. Unexpected threatened species find to be managed in accordance with Biodiversity Guidelines included in reportable events. Significant changes to notification of material harm. Reportable event category included.
4.2	29.05.2012	Changes to reportable events, including unexpected contamination finds. Update to notification of material harm.
4.3	31.08.2013	Legal Branch revision and update following recommendations in "The External Review of Roads and Maritime Services' Handling of Contaminated Material on the Pacific Highway Herons Creek to Stills Road Section" by Brian Gilligan dated February 2013.
4.4	01.10.2013	Update Maritime Division contact and inclusion of document history
4.5	11.11.2013	Update contact positions, edit references to RMS
4.6	10.06.2014	Update contact positions, update incident form.
4.7	06.08.2014	Clarify that unexpected find of asbestos is a reportable event. Update to meet Web Content Accessibility Guidelines version 2.0 (WCAG 2.0)
4.8	16.09.2014	Update Contacts page
4.9	25.09.2014	Clarification on reportable event notification email address
4.10	13.03.2015	Update on report sign off process to ensure Environment Manager signoff and acknowledgement. Reference to RMD incident fact sheet. Priority reference to Part 5.7 incidents. General formatting and editorial amendments
4.11	20.05.2015	Update of the incident form work flow to ensure Project Manager approval and Regional Environment Manager concurrence. Clarification of a Category 2 procedural / administrative/ documentation incident

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1 BACKGROUND

1.1 Purpose

To ensure that Roads and Maritime Services has processes to classify and report environmental incidents that may occur during Roads and Maritime managed activities and to comply with its statutory obligations to report certain incidents.

1.2 Scope and Coverage

This Procedure is for the use of all Roads and Maritime staff in all regions and divisions where environmental incidents may occur, including where incidents occur during the course of Roads and Maritime's contractors or alliance members undertaking works. The procedure is to clearly define the requirements of Roads and Maritime staff and contractors to report environmental incidents. The procedure does NOT cover environmental incidents caused by traffic accidents or boating accidents nor marine oil and chemical spills covered by the National Plan¹.

The Roads and Maritime Environmental Incident Classification and Reporting Procedure relates to incidents involving Roads and Maritime or its contractor/alliance partners and is for internal reporting processes as outlined in this procedure..

1.3 Responsibilities

All Roads and Maritime staff and contractors are responsible for reporting an environmental incident in accordance with this procedure when they become aware of the incident. Regional Maintenance Delivery (RMD) shall manage environmental incidents in accordance with the RMD Environmental Incident Fact Sheet at this [link](#).

2 CLASSIFICATION, NOTIFICATION AND REPORTING PROCESS

2.1 Environmental Incident Classification

There are three categories of environmental incidents / events that are to be identified and managed as shown in shown in Table 1.

- Category 1 Incidents -- potentially the most serious incidents. They generally reflect breaches of environmental legislation.
- Category 2 Incidents - are generally less environmentally serious and generally have lower maximum penalties. Nevertheless, there are sound policy reasons why these incidents need to be identified and reported, including in order to track potential trends that may lead to Category 1 incidents if not addressed
- Reportable Events - This category captures events that occur outside the scope of reasonable controls and mitigation.

¹ The National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances

Table I Environmental Incident Classification Categories

Incident Category	Primary Legislative Requirements and offence provisions
<div style="background-color: red; color: white; text-align: center; padding: 10px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Category 1</div> <p>Pollution Incidents Breaches of the <i>Protection of the Environment Operations Act POEO Act (1977)</i> particularly s.148 (notification requirements).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Pollution incidents which cause, or threaten to cause, material harm to the environment, that is, actual or potential harm to the health or safety of humans or ecosystems that is not trivial or that results in actual or potential loss or damage over \$10K must be NOTIFIED to the EPA and other relevant authorities.</p> </div>	<p>Discharge of waters from site not in accordance with any applicable Minor Works memo or safeguard / Part 5 determination / approval / licence condition</p> <ul style="list-style-type: none"> ▪ (EP&A Act particularly s.115W, s.76A, s.115W: POEO Act particularly s.64)
	<p>Pollution, or potential pollution, of waters with sediment or chemicals/fuels/oils that travel beyond the site boundary causing or potentially causing adverse impact to the environment, including discharges or spills to waters from the Rozelle Maritime marina or Maritime operated vessels</p> <ul style="list-style-type: none"> ▪ (s.120 POEO Act – water pollution, sediment laden water, chemical/oil spill and sewage/septic overflow)
	<p>Emission of excessive levels of dust, or an offensive odour or noise that travel beyond the site boundary and might impact on nearby land users</p> <ul style="list-style-type: none"> ▪ (s.126 POEO Act - dust exceeding reasonable levels without active management measures in place, s.129 - offensive odour;.s.139 - offensive noise)
	<p>Unauthorised disposal or transport of waste</p> <ul style="list-style-type: none"> ▪ s.143 POEO Act – Unlawful transporting or depositing of waste
	<p>A spill or other incident that causes pollution to land or residual environmental impact.</p> <ul style="list-style-type: none"> ▪ (s.116 POEO Act – spills and leaks generally, s.142 – pollution of land)
<p>Conservation Breaches Breaches of the <i>National Parks & Wildlife Act (1974)</i> NPW Act Fisheries Management Act (1999) FMA Act and the <i>Environment Protection and Biodiversity Conservation Act (1999)</i>. EPBC Act</p>	<p>Unauthorised harm or damage to native vegetation, threatened species, endangered populations, endangered ecological communities or critical habitat.</p> <ul style="list-style-type: none"> ▪ NPW Act particularly s.118A, s.118C and s.118D
	<p>Unauthorised harm to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.</p> <ul style="list-style-type: none"> ▪ FMA Act (1994) particularly s. 199 and 204A.NPW Act particularly s.118A, s.118C and s.118D.
	<p>A fire that travels beyond the boundary causing or potentially causing adverse impact on the environment or community.</p>

	<p>Heritage Breaches Breaches of the Heritage Act (1977) and NPW Act (1974), EPBC Act (1999)</p>	<p>Unauthorised harm to Aboriginal objects and Aboriginal places.</p> <ul style="list-style-type: none"> ▪ <i>NPW Act</i> particularly s.86 and s.87. <i>EPBC Act 1999 s.15A, B & C</i>
		<p>Unauthorised damage to any State or locally significant relic or Heritage item</p> <ul style="list-style-type: none"> ▪ <i>Heritage Act 1977</i> particularly s. 57, s.119, s.139 and s.156. <i>EPBC Act 1999 s.15A, B & C</i>
	<p>Planning Breaches Breaches of the Environmental Planning & Assessment Act (1979) EP&A Act, Protection of the Environment Operations Act (1977) POEO Act.</p> <p>(also refer Category 2 exception)</p>	<p>Works undertaken outside approved areas, without required approval, without environmental assessment.</p> <ul style="list-style-type: none"> ▪ EP&A Act particularly s.115W, and s.111 ▪ POEO Act particularly s.64
		<p>Failure to comply with a Minor Works memo or safeguard / Part 5 determination / approval or permit/ environment protection licence condition.</p> <ul style="list-style-type: none"> ▪ EP&A Act particularly s.75D, s.76A, s.115 ; ▪ POEO Act s. 64
Category 2	A procedural, administrative or technical breach that relates to the preparation or submission of documents, reports or other correspondence.	
	Failure to implement component of Environment Management Plan or work method statement that does not result in a Category 1 incident.	
	Spills that do not leave a site boundary and are cleaned up without environmental harm or residual environmental impact	
	A fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community	
Reportable Events	Material travelling beyond a site boundary, and where it can be demonstrated that the erosion and sediment controls have been installed and maintained well, and the weather (rain, wind etc) event exceeds the design capacity of controls.	
	An unexpected archaeological and is being managed in accordance with the " Roads and Maritime Standard Management Procedure - Unexpected Archaeological Finds"	
	An expected threatened species find that has been discovered and not previously identified during previous environmental assessments and is being managed in accordance with the "Roads and Maritime Biodiversity Guidelines – unexpected threatened species finds procedure"	
	An unexpected find of contaminated soils, asbestos or other potentially hazardous substances.	
	A formal complaint or warning from a regulatory agency	

2.2 Environmental Incident Response

Table 2 details the response to each incident category and Appendix 2 gives information in relation to who is responsible for the various management actions described below. The table provides information of the type of response and whether it is required to be undertaken by Roads and Maritime and/or the Roads and Maritime contractor. Regional Maintenance Delivery (RMD) shall manage environmental incidents in accordance with the RMD Environmental Incident Fact Sheet at this [link](#).

If in doubt, treat all incidents as Category 1 and in consultation with the PME0, a decision can be made to reclassify the category.

Table 2: Environmental Incident Response

Category 1 Incident Response	
1	<p>Stop work in relevant area (if necessary) and take immediate actions to prevent adverse impact to the environment or community.</p> <p>Note that the health and safety of workers is the primary concern, and no action should be taken if it is not safe to do so.</p>
2	<p>For NOTIFIABLE POLLUTION INCIDENTS refer to section 2.4 below.</p> <p>For all other Category 1 incidents immediately advise RMS Project Site Management and relevant RMS Regional Environment Manager who must immediately advise Principal Manager Environment Operations (PME0) by phone.</p>
3	<p>Complete the environmental incident report form 624 and submit to Regional Environment Manager and the Environment Operations mailbox within 3 days of the date of the incident. The RMS Project Manager must approve the incident report and submit to the RMS Regional Environment Manager who will signoff as concurrence of receipt and submit to PME0 and the Environment Operations mailbox by email on the same day of receipt.</p>
Category 2 Incident Response	
1	<p>Stop work in relevant area (if necessary) and take immediate actions to prevent adverse impact to the environment or community.</p> <p>Note that the health and safety of workers is the primary concern, and no action should be taken if it is not safe to do so.</p>
2	<p>Advise relevant RMS Regional Environment Manager (Roads and Maritime contractors to advise Roads and Maritime Project Site Management).</p>
3	<p>Complete the environmental incident report form 624 (and submit to RMS Regional Environment Manager and the Environment Operations mailbox within 3 days of the date of the incident. The Regional Environment Manager will signoff and submit to PME0 and the Environment Operations mailbox by email on the same day of receipt.</p>
Reportable Event Response	
1	<p>RMS Regional Environment Manager to advise Principal Manager Environment Operations by email with copy to the Environment Operations mailbox. Roads and Maritime contractors to advise Roads and Maritime Project Site Management</p>

2.3 Environmental Incident Reporting

It is important that there is consistency in the way that an environmental incident is reported. The incident report form and any subsequent reports must only include factual information. Speculation about the causes and outcomes are not to be included. The completed reports must be forwarded through regional Environment Managers or relevant Project Manager to the Principal Manager Environment Operations.

The following email conventions must be used when emailing and reporting on environmental incidents:

2.3.1 The Environment Incident Report Form

All environmental incidents must be reported by project staff and project managers through the Environment Incident Report Form (refer Appendix 1, Form 624 available here or Form 400 for Regional Maintenance Delivery projects available here).

2.3.2 Environmental Incident Report Form Completion

All parts of the form must be completed

- The form must be signed off by:
 - the person making the report; and
 - the RMS Regional Environment Manager.
 - It is the responsibility of the RMS Regional Environment Manager to complete the section regarding the notification of the incident to the EPA and other relevant authorities.

2.3.3 Environment Operations mailbox

The Environment Operations mailbox is envops@rms.nsw.gov.au

2.3.4 Email Subject Line

When emailing an Environmental Incident Report to the Environment Operations mailbox, the subject line must include the incident category level (1 or 2), the project name and date. This will ensure that any subsequent emails relating to the incident may be adequately captured and tracked by Environment Branch. For example, the email subject line convention would be written as "Category 1 – Raleigh Road Upgrade – 1/10/15".

2.3.5 Submitting the Form

All environmental incident report forms must follow the following signoff workflow:

1. preparation and signoff by the person preparing the report (RMS or contractor staff)



2. approval by the RMS Project Manager,



3. signoff concurrence by the relevant RMS Regional Environment Manager and forwarding to the Environment Operations mailbox.

The Regional Environment Manager may also request further information regarding the incident. The Regional Environment Manager should submit the form within timeframes and include DRAFT in the subject line while waiting for the information which must be provided and resubmitted within the timeframes requested.

2.4 Regulatory Agency Notification

There are specific statutory requirements relating to the notification of pollution or environmental incidents to relevant regulatory agencies. These are summarised in table 3 below

Table 3: Environmental Incident Notification Requirements

Legislation	Regulating Authority	Section
POEO Act 1997 (see Section 2.5)	EPA and relevant authorities	Section 148 – requirement to immediately notify pollution incidents occurring during an activity that cause or threaten material harm to the environment.
Heritage Act 1977	EPA	Section 146 – requirement to notify the Heritage Council of the location of the relic once a relic has been discovered or located.
National Parks and Wildlife Act 1974	EPA	Section 89A – requirement to notify the location of an Aboriginal object that is the property of the Crown.
Commonwealth Aboriginal and Torres Strait Islanders Heritage Protection Act, 1984	Department of Environment	Section 20 – requirement to notify the Minister of the discovery of Aboriginal remains.
Contaminated Land Management Act 1997	EPA	Section 60 – requirement to notify if Roads and Maritime activities have contaminated land or if Roads and Maritime owns land that has been contaminated.
Rural Fires Act 1997	NSW Fire Brigades	Section 64 – requirement to notify an appropriate fire officer of the inability to extinguish any fire burning during a bush fire danger.

Should an environmental incident have the potential to impact on a drinking water supply, the relevant water supply authority must also be advised.

It is the responsibility of Environment Managers to liaise with Environment Operations Section prior to notifying regulatory agencies of relevant environmental incidents.

2.5 POEO Act Notification of Material Harm

Under Part 5.7 of the POEO Act, there is a duty to notify each relevant authority (identified below) of a pollution incident, where material harm to the environment is caused or threatened. Material harm includes actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial or that results in actual or potential loss (refer definitions in s147 of POEO Act) or property damage of an amount over \$10,000.

The following notification procedure only relates to pollution incidents.

Conservation, heritage and planning breaches described in Section 2.1 are not included in the definition of a pollution incident with respect to Part 5.7 of the POEO Act.

Roads and Maritime is not responsible for notifying a pollution incident caused by a traffic or vehicle accident where notification has already occurred. Notification is required by the person carrying on the activity “immediately upon becoming aware” of the incident.

IMPORTANT NOTE

- The following procedure is to be followed by all Roads and Maritime staff and contractors.
- Any actual or potential material harm to a person’s health or well being or the environment as a result of a pollution incident must be reported immediately to Principal Manager Environment Operations on (02) 8588 5765.
- Contractors who hold an environment protection licence for their activities are responsible for implementing their compliant Pollution Incident Response Management Plan including notifying EPA and the other relevant authorities in accordance Part 5.7 of the POEO Act **and** any relevant Conditions of their EPL
- Contractors undertaking works without an EPL are responsible for notifying Roads and Maritime, EPA and the relevant authorities in accordance Part 5.7 of the POEO Act.

As soon as a Roads and Maritime employee becomes aware of a **Category 1 pollution incident**, all Roads and Maritime environment officers and project managers are to **immediately** notify Principal Manager Environment Operations on (02) 8588 5765 of all **Category 1 pollution incidents**. RMD staff are to notify according to RMD Environmental Incident Fact Sheet. PME0 will assist in making an assessment of the incident and determine whether or not to formally notify the incident to the EPA and other relevant authorities.

If for any reason that PME0 is not contactable, staff should contact their regional Roads and Maritime Environment Managers (or Regional Maintenance Delivery Environmental Manager for Regional Maintenance Delivery projects) to assist in assessing whether an incident triggers the notification requirement.

If no assistance can be obtained within a reasonable time, you are required to notify the relevant authorities in the order of notification outlined in the table below and provide each agency with the information required in section 2.5 of this procedure. Even if you do not have all the information, you must notify each agency with the information you have at hand and ensure that they are updated as soon as further relevant information becomes available.

In circumstances where there is doubt about the need to notify or the relevance of a particular agency, Roads and Maritime should always err on the side of notification.
When in doubt, communicate!

2.5.1 Relevant Authorities to Notify

Table 4 provides the contact details for the authorities that need to be notified in the event of a material harm pollution incident.

Table 4: Appropriate Authorities for Part 5.7 Incident Notification

Relevant Authority	Contact Number
Fire and Rescue NSW	000 (for pollution incidents that present an immediate threat to human health or property) 1300 729 579 (for pollution incidents that do not present an immediate threat to human health or property)
EPA environment line	131 555
The Ministry of Health	Via the local Public Health Unit see Appendix 3
WorkCover Authority	131 050
The appropriate regulatory authority	Your Local Council or Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
Local Council	Please call Division of Local Government on 4428 4100 to find relevant local council contacts or visit their website on http://www.dlg.nsw.gov.au/

The appropriate contact for the relevant local council and Public Health Unit will vary. All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified.

Relevant authorities notification order

- **If the incident presents an immediate threat to human health or property, Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted first for emergency assistance**
 - call Fire and Rescue NSW on 000 first then
 - EPA environment line
 - The Ministry of Health
 - WorkCover Authority
 - Local Authority (Council)

- **If there is not an immediate threat to human health or property:**
 - call EPA environment line first then
 - Local Authority (Council)
 - The Ministry of Health
 - WorkCover Authority
 - Fire and Rescue NSW on 1300 729 579

All of the above authorities (whether considered relevant or not) must be contacted for each material harm pollution incident to satisfy notification obligations

2.5.2 The relevant information to provide

Section 150 of the POEO Act provides the information that needs to be notified. It is important to avoid speculation on origin, causes or outcomes of a pollution incident in discussions with the authorities. While it is important not to speculate on the causes of an incident, s150 (1) (d) of the POEO Act requires notification of the circumstances in which the incident occurred (including the cause of the incident, if known) and there is an ongoing duty ensure that relevant information be notified after it becomes known.

Section 150 POEO Act - Relevant information to given

1. The relevant information about a pollution incident required under section 148 consists of the following:
 - a. the time, date, nature, duration and location of the incident,
 - b. the location of the place where pollution is occurring or is likely to occur, the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
 - c. the circumstances in which the incident occurred (including the cause of the incident, if known),
 - d. the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
 - e. other information prescribed by the regulations.
2. The information required by this section is the information known to the person notifying the incident when the notification is required to be given.

If the information required to be included in a notice of a pollution incident by subsection (1) (c), (d) or (e) is not known to that person when the initial notification is made but becomes known afterwards, that information must be notified in accordance with section 148 immediately after it becomes known.


Note: if a pollution incident occurs, the above information is to be initially communicated verbally to each relevant authority and is to be followed by written notification within 7 days of the date on which the incident occurred (Clause 101 POEO (Gen) Regs).

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation such as an EPL condition or legislation administered by WorkCover.

Should Roads and Maritime receive a request from a regulatory authority for a written report regarding an environmental incident, the relevant Project Manager must immediately contact Environment Branch and Legal Branch for advice. Communications with Legal Branch, for the purpose of obtaining legal advice in relation to incidents, may be subject to legal professional privilege. Documents that may be the subject to legal privilege should be clearly identified and sent to Legal Branch prior to producing them to a regulatory agency. Such documents may not be required to be produced to the agencies under written notices to provide information. Environment Branch will provide advice and will co-ordinate a response with Legal Branch. Environment Branch and Legal Branch will assist in the investigation of incidents, prepare legal advice and assist with the preparation of reports to EPA, OEH and DP&I.

Appendix 1 Environmental Incident Report Form

Form 624 available [here](#) or Form 400 for Regional Maintenance Delivery projects available [here](#)

Environmental Incident Report – 624		 Transport Roads & Maritime Services														
<p>Complete this form for all environmental incidents that occur due to Roads and Maritime Services works or on Roads and Maritime worksites. The purpose of this form 624 is to alert Environment Branch to potential environmental incidents. It does not represent the Roads and Maritime final position for any incident reported on this form.</p>																
<p>Remember! Complete all fields prior to submitting form. Be succinct, stick to the facts and do not make assumptions. Only record information you know to be correct.</p>																
Project name:		Region:														
Contractor name:																
Incident details	Date	Time : am <input type="checkbox"/> pm <input type="checkbox"/> Duration hr: min														
Description (provide a brief description of what happened during the incident)	SAMPLE															
EXACT location of the incident (include chainage, landmarks, features, nearest cross street, etc to make it easier to identify later) - provide a sketch if appropriate																
Quantity or volume of material escaped or causing incident (provide an estimate if quantity unknown)																
Estimated distance to nearest waterway (can include stormwater drains and dry watercourses)																
What activity was being undertaken when the incident occurred?																
How was the incident identified? (e.g. Roads and Maritime employee, Council, community, complaint)																
Potential Category 1 Incident: (may involve one or more of the following – tick category, fill in table over page)																
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Pollution, or potential pollution, of waters with sediment or chemicals/fuels/oils that travel beyond the site boundary causing or potentially causing adverse impact to the environment, including discharges or spills to waters from the Rozelle Maritime marina or Maritime operated vessels.</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Unauthorised harm or damage to native vegetation, threatened species, endangered populations, endangered ecological communities or critical habitat.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Discharge of waters from site not in accordance with any applicable Minor Works memo or safeguard / Part 5 determination / approval / licence condition.</td> <td style="padding: 5px;"><input type="checkbox"/> Material harm to the environment or persons as per Part 5.7 of POEO Act.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Works undertaken outside approved areas, without required approval or environmental assessment.</td> <td style="padding: 5px;"><input type="checkbox"/> Unauthorised harm or damage to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Unauthorised harm to Aboriginal objects and Aboriginal places or damage to any State or locally significant relic or Heritage item.</td> <td style="padding: 5px;"><input type="checkbox"/> Unauthorised damage or destruction to any State or locally significant relic or Heritage item.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> A spill or other incident that causes pollution to land or residual environmental impact.</td> <td style="padding: 5px;"><input type="checkbox"/> Emission of excessive levels of dust, or an offensive odour or noise that travel beyond the site boundary and might impact on nearby land users.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Breach of legislation, failure to comply with a Minor Works memo or safeguard / Part 5 determination / approval or permit/ environment protection licence condition.</td> <td style="padding: 5px;"><input type="checkbox"/> Unauthorised disposal or transport of waste.</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><input type="checkbox"/> A fire that travels beyond the boundary causing or potentially causing adverse impact on the environment or community.</td> </tr> </table>			<input type="checkbox"/> Pollution, or potential pollution, of waters with sediment or chemicals/fuels/oils that travel beyond the site boundary causing or potentially causing adverse impact to the environment, including discharges or spills to waters from the Rozelle Maritime marina or Maritime operated vessels.	<input type="checkbox"/> Unauthorised harm or damage to native vegetation, threatened species, endangered populations, endangered ecological communities or critical habitat.	<input type="checkbox"/> Discharge of waters from site not in accordance with any applicable Minor Works memo or safeguard / Part 5 determination / approval / licence condition.	<input type="checkbox"/> Material harm to the environment or persons as per Part 5.7 of POEO Act.	<input type="checkbox"/> Works undertaken outside approved areas, without required approval or environmental assessment.	<input type="checkbox"/> Unauthorised harm or damage to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.	<input type="checkbox"/> Unauthorised harm to Aboriginal objects and Aboriginal places or damage to any State or locally significant relic or Heritage item.	<input type="checkbox"/> Unauthorised damage or destruction to any State or locally significant relic or Heritage item.	<input type="checkbox"/> A spill or other incident that causes pollution to land or residual environmental impact.	<input type="checkbox"/> Emission of excessive levels of dust, or an offensive odour or noise that travel beyond the site boundary and might impact on nearby land users.	<input type="checkbox"/> Breach of legislation, failure to comply with a Minor Works memo or safeguard / Part 5 determination / approval or permit/ environment protection licence condition.	<input type="checkbox"/> Unauthorised disposal or transport of waste.		<input type="checkbox"/> A fire that travels beyond the boundary causing or potentially causing adverse impact on the environment or community.
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	<input type="checkbox"/> A fire that travels beyond the boundary causing or potentially causing adverse impact on the environment or community.															
Potential Category 2 Incident: (may involve one or more of the following – tick category, fill in table over page)																
<table style="width: 100%; border: none;"> <tr> <td style="width: 100%; padding: 5px;"><input type="checkbox"/> A procedural, administrative or technical breach that relates to the preparation or submission of documents, reports or other correspondence.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Failure to implement component of Environment Management Plan or work method statement that does not result in a Category 1 incident.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> A fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community.</td> </tr> </table>			<input type="checkbox"/> A procedural, administrative or technical breach that relates to the preparation or submission of documents, reports or other correspondence.	<input type="checkbox"/> Failure to implement component of Environment Management Plan or work method statement that does not result in a Category 1 incident.	<input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.	<input type="checkbox"/> A fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community.										
<input type="checkbox"/> A procedural, administrative or technical breach that relates to the preparation or submission of documents, reports or other correspondence.																
<input type="checkbox"/> Failure to implement component of Environment Management Plan or work method statement that does not result in a Category 1 incident.																
<input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.																
<input type="checkbox"/> A fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community.																

Any other details of the incident (including any information which did not fit in spaces above, as well as any special circumstances of the day or the location):

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.....
.....

What immediate actions/control measures were taken to rectify or contain the incident?

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

What corrective action has been taken to prevent similar incidents recurring?

SAMPLE
.....
.....

Sign off (officer making report)

Print name:	Sign:
Position:	Date:

Approval (Roads and Maritime Project Manager)

Sign:	Print name:	Date:
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Notification to EPA and other relevant authorities

To be completed by the relevant Roads and Maritime Regional Environment Manager	
Was EPA notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If No, provide reasons for not notifying EPA
Who notified them? Name:	Position:
Notification method:	<input type="checkbox"/> Telephone <input type="checkbox"/> On site Date: Time: am <input type="checkbox"/> pm <input type="checkbox"/>
Has there been a EPA Environment Line Complaint?	<input type="checkbox"/> Yes <input type="checkbox"/> No EPA Complaint No.
Were any of the following authorities notified?	<input type="checkbox"/> NSW Fire & Rescue <input type="checkbox"/> Local Government <input type="checkbox"/> WorkCover <input type="checkbox"/> Ministry of Health
Were any other authorities notified and why (eg Department of Planning and Infrastructure, Department of Primary Industries (Fisheries), Sydney Catchment Authority, SES).	
Is there an Environment Protection Licence for the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
▶ If Yes – was the Pollution Incident Response Management Plan implemented	<input type="checkbox"/> Yes <input type="checkbox"/> No

Concurrence (Roads and Maritime Regional Environment Manager)

Print name:	Sign:	Date:
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Comments

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Please submit all completed forms to Environment Branch by email to envops@rms.nsw.gov.au

APPENDIX 2 ROADS AND MARITIME CONTACTS

Position	Location	Phone	Mobile
General Manager Environment	North Sydney	8588 5730	
Principal Manager Environment Operations	North Sydney	8588 5765	0428 608 758
Principal Manager Environment Policy, Planning and Assessment	North Sydney	8588 5740	0439 595 361
Maritime Division Emergency Planner Officer	Rozelle office	9563 8476	0428 740 520
Senior Environment Specialist – Biodiversity	North Sydney	8588 5756	0439 595 361
Senior Environment Specialist - Heritage	North Sydney	8588 5754	0400 474 405
Environment Manager Motorways	North Sydney	8588 4372	0408 989 693
Environment Manager Sydney	Parramatta	8849 2516	0411 148 513
Environment Manager Western	Parkes	6861 1628	0418 851 454
Environment Manager Southern	Wollongong	6492 9515	0447 443 957
Environment Manager Northern	Grafton	6640 1072	0411 406 519
Environment Manager South-West	Wagga Wagga	6937 1634	0418 496 325
Environment Manager Hunter	Newcastle	4924 0440	0413 483 539
Environment Manager Pacific Highway North	Grafton	6640 1375	0419 248 583
Environment Manager Pacific Highway South	Newcastle	4924 0281	0411 126 989
Environmental Manager Regional Maintenance Delivery	Rockdale	9598 7721	0418 113 942

APPENDIX 3 CONTACT DETAILS FOR PUBLIC HEALTH UNITS

Public Health Unit	Contact Details	After Hours Contact
Goulburn Office	Locked Bag 11, Goulburn, 2580 Ph: 02 4824 1840 Fax: 02 4824 1831 / 4822 5038 (s)	Ph: 02 6080 8900 (diverts to Albury Base Hospital) - ask for Public Health Officer on call,
Albury Office	PO Box 3095, Albury, 2640 Ph: 02 6080 8900 Fax: 02 6080 8999	Ph: 02 6080 8900 (diverts to Albury Base Hospital) - ask for Public Health Officer on call,
Broken Hill Office	PO Box 457, Broken Hill, 2880 Ph: 08 8080 1499 Fax: 08 8080 1683 / 1196 (s)	Ph: 08 8080 1333 (Broken Hill Base Hospital) - ask for Public Health Officer on call, if no answer: Mob: 0417 685 259
Dubbo Office	PO Box 739, Dubbo, 2830 Ph: 02 6841 5569 Fax: 02 6841 5571 (s)	Ph: 02 6885 8666 (Dubbo Base Hospital) - ask for Public Health Officer on call, if no answer: Mob: 0418 866 397 - ask for Public Health Officer on call
Bathurst Office	PO Box 143, Bathurst, 2795 Ph: 02 6339 5601 Fax: 02 6339 5173 (s)	Mob: 0428 400 526 - ask for Public Health Officer on call
Newcastle Office	Locked Bag 10, Wallsend, 2287 Ph: 02 4924 6477 Fax: 02 4924 6490 / 4922 3164 (s)	Ph: 02 4924 6477 (diverts to John Hunter Hospital) - ask for Public Health Officer on call
Tamworth Office	Locked Mail Bag 9783, NEMSC 2348 Ph: 02 6764 8000 Fax: 02 6766 3890 (s)	Ph: 02 6764 8000 (diverts to Public Health Officer on call)
Matraville Office	PO Box 150, Matraville 2036 Ph: 02 9311 270 Fax: 02 9700 3747 (s)	Ph: 02 9311 2707
Port Macquarie Office	PO Box 126, Port Macquarie 2444 Ph: 02 6588 2750 Fax: 02 6588 2837	Pager Service: 1300 555 555 Communicable Disease: 48073 Environmental Health: 149 3771f no answer phone: Mob 0417 244 966 or Mob 0407 904 280

Public Health Unit	Contact Details	After Hours Contact
Lismore Office	PO Box 498, Lismore 2480 Ph: 02 6620 7585 Fax: 02 6622 2151 / 6620 2552 (s)	Pager Service: 1300 555 555 Communicable Disease: 48073 Environmental Health: 149 3771f no answer phone: Mob 0417 244 966 or Mob 0407 904 280
Hornsby Office	Hornsby Hospital, Palmerston Rd, Hornsby 2077 Ph: 02 9477 9400 Fax: 02 9482 1650 / 1358 (s)	Ph: 02 9477 9123 (Hornsby Hospital) - ask for Public Health Officer on call
Gosford Office	PO Box 361, Gosford, 2250 Ph: 02 4349 4845 Fax: 02 4349 4850 (s)	Ph: 02 4320 2111 (Gosford Hospital) - ask for Public Health Nurse on call
Randwick Office	Locked Bag 88, Randwick 2031 Ph: 9382 8333 Fax: 02 9382 8334 / 8314 (s)	Ph: 02 9382 2222 (Prince of Wales Hospital) - ask for Public Health Nurse on call
Wollongong Office	Locked Bag 9, Wollongong 2500 Ph: 02 4221 6700 Fax: 02 4221 6759 (s)	Ph: 02 4222 5000 (Wollongong Hospital) - ask for Public Health Officer on call
Eastern Zone(Camperdown Office) For Liverpool Area, please dial the Camperdown office.	PO Box 374, Camperdown 2050 Ph: 02 9515 9420 Fax: 02 9515 9440 Fax: 02 9515 9467 (s)	Ph: 02 9515 6111 (Royal Prince Alfred Hospital) - ask Public Health Officer on call
Penrith Office	PO Box 63, Penrith 2751 Ph: 02 4734 2022 Fax: 02 4734 3300 / 3444 (s)	Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call
Parramatta Office	Locked Bag 7118, Parramatta BC 2150 Ph: 02 9840 3603 Fax: 02 9840 3608 / 3591 (s)	Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call