## Incident Report template

This Incident Report template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. This does not replace the need to record risks in the reserve manager portal.

The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Incident Report template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

|  |  |
| --- | --- |
| Name of individuals involved |  |
| Address |  |
| Phone |  |
| Location of accident/incident |  |
| Date of accident/incident |  |
| Names of individuals who dealt with it |  |
| Nature of accident/incident |  |
| Details of lead-up to the accident/incident |  |
| Details of events after the accident/incident |  |
| First aid treatment given |  |
| Has the accident/incident been resolved? |  |
| Additional comments |  |
| Signed |  |
| Name of person filling out this report |  |
| Signature |  |
| Phone |  |
| Date |  |
| Witness’s name |  |
| Witness’s position |  |
| Witness’s contact number |  |
| Witness’s signature |  |
| Witness’s comments |  |