



NOTIFICATION OF INCIDENT

This form is to be used for any incident that does NOT involve an injury. This may be, but not limited to; property damage, theft, and near misses or an unsettling incident. Please click the cursor inside the box and type or print clearly with a black pen

Details of person reporting incident

Preferred Title:	Given Names:	Surname:
Address:		Date of Birth: / /
State:	Postcode:	Email:
Phone (BH): ()	Mobile: ()	
Phone (AH):	Fax: ()	
Membership No:		Expiry: / /

DETAILS OF INCIDENT

Location:	Date: / /
	Time:
Is this a Guide property?	If not, who owns the property?
Description of incident (a brief factual account of the incident, who was involved, how the incident occurred and what action was and is being taken as a result of the incident)	
Names and addresses of witnesses:	
1.	
2.	

DETAILS OF LEADER OR LEADER IN CHARGE

Preferred Title:	Given Names:	Surname:
Address:		Date of Birth: / /
State:	Postcode:	Email:
Phone (BH):	Mobile:	
Phone (AH):	Fax:	
Membership No:		Expiry: / /

EXPLANATORY NOTES

1. It is a requirement of our Public Liability Policy that all incidents are to be reported to our insurers as soon as possible and Leaders/Units are to use this form to notify State organisations of occurrences involving bodily injuries or damage to third parties' property.
2. Three copies of this form are to be completed as soon as possible after the incident—one to be held by the District Manager and the other two sent to the State Executive Officer. The State Executive Officer will send one of these copies to the Girl Guides Australia office who will immediately notify the insurers.
3. Notes about public liability: the Girl Guides Australia Public Liability Policy indemnifies the organisation in respect of its legal liability for personal injury and for damage to the property of a third party. Liability can result from negligence that causes bodily injury or damage to other people's property. Liability can result from the organisation's property causing bodily injury to a third party or damage to the property of a third party. This form should be completed for all incidents that occur during Guiding activities.

Completed form to be forwarded to the State Executive Officer and District Manager.