# Environmental & Reportable Incident / Non-compliance Reporting Form

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| **IMPORTANT:**  1) An incident report formally submitted to another Government agency may be used in place of this form where it meets DMIRS requirements (as outlined in the contents of this form). The report and supporting documentation should be submitted to DMIRS using the email addresses listed below.  2) Where appropriate, please ensure the incident is reported to other DMIRS divisions (e.g. Resources Safety Division) and/or to other relevant regulatory agencies e.g. Department of Water and Environmental Regulation, Department of Biodiversity Conservation and Attractions, Department of Health. Links to above agencies are provided on this [webpage](http://www.dmp.wa.gov.au/Environment/Environment-reports-and-6133.aspx).  3)Please attach any other relevant documentation to this form e.g. maps or supporting reports. | | |
| **Industry** | | **Form submission** |
| **Minerals incident** |  | [incidents.environment@dmirs.wa.gov.au](mailto:incidents.environment@dmirs.wa.gov.au) |
| **Petroleum incident** |  | [petroleum.environment@dmirs.wa.gov.au](mailto:petroleum.environment@dmirs.wa.gov.au) |

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| 1. **REPORTING DETAILS** | |
| Contact details of person reporting incident | |
| **Name** |  |
| **Company (if applicable)** |  |
| **Telephone number** |  |
| **Email address** |  |

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| 1. **OPERATOR/TENEMENT HOLDER AND LOCATION DETAILS** |

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| Name of operator / Tenement Holder |
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| Operator / Tenement Holder business address |
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| Location | |
| **Name of Site or Site Description** (e.g. well site, production facility, mine site, etc.) |  |
| **Location of Incident (include GPS coordinates, if possible)** |  |
| **Permit / Title / Special Prospecting Authority (SPA) Number / Tenement Number (if known)** |  |

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| Relevant approval | | | |
| **Mining Proposal** |  | **Petroleum Environment Plan** |  |
| **Programme of Work (POW)** |  | **Clearing Permit** |  |
| **Other** (Please specify)  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |
| **Approval title and reference number:**  *(e.g. CPS 1234/5 or EARS # 1234 ABC Production Facility Environment Plan)* | | | |

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| 1. **INCIDENT DETAILS** | |
| Date and time of incident | |
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| Description of incident (including likely cause of the incident) | |
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| Details of incident | |
| **Size of incident/impact area:**  *(e.g. area (m2), volume of discharge/spill (L), number of fauna etc.)* |  |
| **Details of any substances/chemicals involved in the incident:**  *(e.g. type, name, composition, toxicity etc.)* |  |
| **Description of the impacted environment:**  *(e.g. environmentally sensitive areas, conservation significant species, water bodies, vegetation classification, topography etc.)* |  |
| **Duration of incident:** |  |
| **Has the incident ceased or been contained?** |  |
| **Has an emergency response plan been implemented?**  *(including an Oil Spill Contingency Plan if applicable)* |  |
| **Details of breach of conditions (if applicable):**  *(e.g. tenement and condition number, approval condition etc.)* |  |
| **Details of non-compliance (if applicable):**  *(e.g. performance standard breached, reporting trigger etc.)* |  |
| Immediate response action taken to avoid or mitigate any adverse environmental impacts: | |
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| Corrective actions taken to prevent recurrence (including whether the action is completed or ongoing) | |
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| 1. **CONSULTATION** | | | |
| **Have any other stakeholders been notified of the incident?** | | | |
| **Stakeholder** | **Name of contact** | **Time and date** | **Details** |
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| **Comments:** | | | |

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| 1. **OTHER INFORMATION** |
| Additional comments/information relevant to the incident (including photographs, suspected impact zone, timelines and/or moinotring points) |
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**FORM COMPLETE**