**<Insert incident report title>**

**Comprehensive incident report**

###### Tenement holder name

###### <dd/mm/yyyy>

Investigation team members

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Investigation role** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Declaration of accuracy

This report is prepared for the Department for Energy and Mining to complete the incident reporting requirements under the Mining Regulations 2020 Part 79-(2)(b)(i) for the incident previously reported on <dd/mm/yyyy>

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company or agent |  |
| Signature |  |
| Date | <dd/mm/yyyy> |

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Executive Summary (if required)

Introduction (if required)

Summary incident details

|  |  |  |
| --- | --- | --- |
| Incident type | Click to enter text | |
| Date and time of incident | Click to enter text | |
| Date incident reported to DEM | Click to enter a date | |
| Select other authorities notified and date of notification (if applicable) | SA EPA | Click to enter a date |
| SafeWork SA | Click to enter a date |
| Other | Click to enter a date |
| Incident location | Provide details of the location of the incident and approximate area impacted (e.g. m2, Ha, etc.). Include a map, plan and photos as required in the supporting section overleaf. | |
| Incident description | Describe circumstances constituting the incident. | |

Relevant outcome/objective, measurement criteria or tenement condition

|  |  |
| --- | --- |
| State the environmental outcome(s), objective(s) or tenement condition(s) relevant to the incident | Click to enter text |
| State all relevant measurement criteria breached (or potentially breached) | Click to enter text |

Click + to repeat table

Investigation findings

Cause of non-compliance (or root cause)

Detail the results of any assessment of the conditions, or circumstances that caused, or contributed to the occurrence of the reportable incident.

|  |
| --- |
| Click to enter text |

Nature and extent of any damage to the environment

Detail the nature and extent of any damage to the environment that has occurred on account of the reportable incident.

|  |
| --- |
| Click to enter text |

Incident follow up

Steps taken and proposed to be taken to rehabilitate/address the effect of the incident

Detail the steps that have been undertaken and/or proposed to be taken, to rehabilitate any area affected by the reportable incident, or to address the effect of the incident.

|  |
| --- |
| Click to enter text |

Steps taken and proposed to be taken to prevent a reoccurrence

Detail the steps that have been undertaken and/or proposed to be taken, to prevent a reoccurrence of the incident.

|  |
| --- |
| Click to enter text |

Action plan (if required)

Action plan and status (example table)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Action** | **Control hierarchy\*** | **Department / Person responsible** | **Status (open/complete/ ongoing)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Impacts should be managed using a hierarchy of controls approach, applied in the following order:

1. Elimination

2. Substitution

3. Engineering controls

4. Administrative controls

Supporting information

Provide photos, maps, plans to support. If required, separate the information into sections with appropriate headings.

Appendices (if required)