**Incident Report Template**

For the purposes of regulation 79(3) of the *Mining Regulations 2020*, the Minister for Energy and Mining determines that an incident report must be provided to the Minister in the manner and form and contain such information as set out in this template.

In accordance with regulation 79(3) of the *Mining Regulations 2020* this template will have effect from 1 January 2021.

**Instructions**

1. This form should be completed accurately with as much detail as is available.
2. Submit this completed form online to the Department for Energy and Mining (DEM) website via [sa.gov.au](https://forms.sa.gov.au/#/form/5ebcf5f5ad9c5c0a087bc25c).
3. A comprehensive written report template can be downloaded via the DEM website.
4. A leading indicator criteria triggered template can be downloaded via the DEM website.

**Definitions**

|  |  |
| --- | --- |
| **Reportable incident** | 1. a contravention of, or a failure to comply with, a condition of a mineral tenement; or 2. a failure to achieve, or a breach of, an outcome specified in a program under Part 10A of the Act; or 3. a contravention of, or a failure to comply with, a condition of a program under Part 10A of the Act; or 4. a triggering of any leading indicator criteria set out in a program under Part 10A of the Act; or 5. action that causes undue damage to the environment in connection with any operations carried out under a mineral tenement; or 6. a failure to comply with a direction under Part 10B of the Act within the time allowed in the direction; or 7. action that constitutes an authorised operation without being duly authorised by or under the Act; or 8. a failure to achieve, or a breach of, an outcome specified in a mine operations plan under Part 11B of the Act; or 9. a breach of the general duty under Part 11B of the Act; or 10. a failure to comply with an order under Part 11B of the Act within the time allowed in the order. |
| **Leading indicator criteria** | Criteria used to give an early warning that a control strategy in a program under Part 10A of the Act may fail or be failing. |

**Acronyms**

**SA EPA** South Australian Environment Protection Authority

**DEM** Department for Energy and Mining

**PEPR** Program for Environment Protection and Rehabilitation

**Initial incident report**

**TENEMENT HOLDER IDENTIFICATION DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project/Mine name(s) | Include the commonly used name of the exploration project or mine(s) | | | |
| Tenement holder(s) | Include the full name and business address of the holder of the mining tenement | | | |
| Operating company(s) | Include company name and address of company(s) that have worked on the listed tenements during the reporting period (other than the tenement holder) | | | |
| Contact person | Name | Click to enter text | | |
| Email | Click to enter text | | |
| Phone | Click to enter text | | |
| Tenement number(s) | Click to enter text | | | |
| PEPR/MOP document | Provide the name, version and submission date of the approved PEPR/MOP document | | PEPR/MOP No. | Click to enter text |
| PEPR/MOP approval date | Click to enter a date |

*Enter text as required and click the + at right to add another row*

**INCIDENT REPORT DETAILS**

|  |  |  |
| --- | --- | --- |
| 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 |
| State the date a comprehensive report is to be provided to DEM (where applicable) | 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 information section overleaf. | |
| Incident description | Describe circumstances constituting the incident. Attach separate sheet, if necessary. | |
| Current status | Click to enter text | |
| Probable cause | Click to enter text | |
| Emergency or remedial actions (taken or planned) | Click to enter text | |

**RELEVANT ENVIRONMENTAL OUTCOMES/OBJECTIVES, TENEMENT CONDITIONS AND MEASURMENT CRITERIA**

|  |  |
| --- | --- |
| State the environmental outcome(s)/objectives 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 |
| Provide any data relevant to the measurement criteria | Click to enter text |

SUPPORTING INFORMATION

|  |  |
| --- | --- |
| Additional information | Click to enter text |

Provide a supporting map, plan or photos of the incident.

|  |  |
| --- | --- |
| |  | | --- | |  | |
| |  |  | | --- | --- | | *Enter text as required and click the + at right to add another row* |  | |