Environmental Incident Reporting Form

This Form is to be completed for environmental incidents when an electronic incident reporting system is unavailable. All fields in the form must be completed. The completed Form must be emailed to: environmentincidents@mainroads.wa.gov.au

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| **Name and contact details of person reporting the Incident**  | *Name* | *Phone and Email* |
| **Organisation Responsible for Managing the Incident** | *Insert the Name of the Contractor Organisation, Main Roads or Third Party*  |
| **Name of Main Roads person the Incident was reported to** | *Name* | *Phone and Email* |
| **Main Roads Workgroup (where the Incident Occurred)** | *This* *is Main Roads Region. If it has occurred under a Main Roads Contract, also enter the Contract Number. Enter N/A of not known.* |
| **Location of Incident:** | [ ] Don Aitken Centre [ ] Heavy Vehicle Services [ ] Materials Engineering Branch[ ] Traffic Operations Centre [ ]  Road Network Operations Centre [ ]  Construction Site [ ]  Temporary Traffic Management [ ] Journey On Road [ ]  Depot [ ] Regional Office [ ] Laboratory [ ] Material Pit [ ]  Road Reserve [ ] Offsite or Private Property [ ] Other [ ] N/A |
| **Name of Main Roads Project Manager:** |  | **Road Name:** |  |
| **Project Name:** |  | **Road Number:** |  |
| **Contractor:** |  | **Structure Name:** |  |
| **EOS No.:** |  | **Structure Number:**  |  |
| **Date of Incident:** |  | **SLK From:** |  |
| **Date and Time Reported:** |  | **SLK To:** |  |
| **Environmental Incident (Event Sub Type)** | [ ]  Asbestos containing material intercepted (Natural or man-made)[ ]  Contamination intercepted (inherited with site and not Asbestos) [ ]  Erosion and sedimentation [ ]  Emission of dust / degradation of air quality [ ]  Emission of noise / light / vibration[ ]  Fire[ ]  Impact to Aboriginal heritage site[ ]  Impact to Historic heritage site[ ]  Impact to Ground or surface water[ ]  Impact to Fauna | [ ]  Impact to Native Title [ ]  Impact to Threatened Plants or Ecological Communities[ ]  Introduction or spread of weeds, pests, disease[ ]  Non-compliance with approval conditions (no environmental impact)[ ]  Spill of hydraulic oil[ ]  Spill of polluting substance other than hydraulic oil [ ]  Spill of primer or seal in runoff after rainfall [ ]  Unauthorised vegetation clearing[ ]  Unauthorised waste disposal [ ]  Other |
| **Description of Event:****(Insert Short description):** | *Insert a title for the incident (i.e.: Duncan Rd SLK 78.33 - Trailer Hydraulic Line Leak.)***Insert a short description of the incident** |
| **Describe the Event in detail: attach pictures/maps etc. if you have them:** | Insert step by step description of the incident (including the immediate actions that were undertaken). Please also note the existing controls located at the site. Outline the environmental approvals and assessment process of the works (if applicable). Outline the contractual governance that the works were delivered under (if applicable). If the incident was a spill indicate approximate volume and advise if the spill was cleaned up. If the incident was clearing of native vegetation advise of the area. **Describe the Event in detail: attach associated documents/pictures/maps and/or provide document TRIM numbers if you have them** |
| See Table 1 – Consequence Description |
| **Actual Consequence**  | [ ]  **Insignificant** | [ ]  **Minor** | [ ]  **Moderate** | [ ]  **Major** | [ ]  **Catastrophic** |
| See Table 2 and Table 3 for further guidance |
| **Potential Likelihood** | [ ]  **Almost Certain** | [ ]  **Likely** | [ ]  **Possible** | [ ]  **Unlikely** | [ ]  **Rare** |

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| **Table 1: Qualitative Measures of Consequence** |
| **Level** | **Rank** | **Reputation & Trust****(Political, Stakeholders and Community)** | **Business Operations** | **Environmental** | **Legal & Compliance** |
| **1** | **INSIGNIFICANT** | * Isolated local community or individual’s issue-based concerns.
* Low profile media attention.
 | * Some insignificant delays to business activities.
* Up to 5% variation in KPI or objective.
 | * Minimal impact to isolated area.
* Simple or no treatment required.
* No lasting effect on ecological communities, animal and plant populations it contains, and environmental and heritage values of the area.

*i.e.: Contained oil spill in non-sensitive environment.*  | * Guidance required for legal/ compliance issues managed through routine procedures.
* Legal action unlikely.
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| **2** | **MINOR** | * Local community impacts and concerns.
* Occasional once off negative media attention.
* Trust issues raised.
 | * Minor delays to business activities.
* 5% to 10% variation in KPI or objective.
 | * Contained impact.
* Rectified with standard treatment.
* Short-term residual effect on local ecological communities, animal and plant populations it contains, and environmental and heritage values of the area.

*i.e.: Contained oil spills in sensitive environment; Unauthorised clearing (<10ha) of area with low environmental values.* | * Complex legal/ non-compliance issue to be addressed.
* Legal action and /or public liability claim possible.
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| **3** | **MODERATE** | * Sectional community impacts and concerns publicly expressed.
* Increased negative media attention.
* Loss of confidence and trust by community and stakeholders in Agency processes and capability.
* Ministerial concern.
 | * Some moderate delays to business activities.
* 10% - 25% variation in KPI or objective.
* One or more projects is significantly impaired.
 | * Uncontained impact
* Rectified in short-medium term.
* Medium-term residual effect on local ecological communities, animal and plant populations it contains, and environmental and heritage values of the area.

*i.e.: Uncontained spills causing minor pollution;**Unauthorised clearing of any sized area of native vegetation that does not contain other significant environmental values; Unauthorised and limited impact to an Aboriginal Heritage or Historic Heritage site; Non-conformance to EMS process, legislation or permit/approval/licence.* | * Non-compliance/s with regulation and/ or probity infringements, which may result in some processes repeated.
* Legal action probable.
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| **4** | **MAJOR** | * Considerable and prolonged community impact and dissatisfaction publicly expressed.
* Consistent negative media attention.
* Criticism and loss of confidence/ trust by community and stakeholders in Agency processes and capability.
* Ministerial intervention
 | * Major delays to activities.
* 25% to 50% variation in KPI or objective.
* One or more critical programs or projects cannot be delivered.
 | * Substantial hazardous impact.
* Rectified in long-term.
* Substantial residual effect on local ecological communities, animal and plant populations it contains, and environmental and heritage values of the area.

*i.e.: Unauthorised clearing of native vegetation that has a significant impact to significant environmental values; Major pollution of waterways at local scale; Major unauthorised damage to one or more Aboriginal Heritage or Historic Heritage sites; Major non-compliance with legislation.* | * Major non-compliance with regulation which may result in termination of a process or imposed penalties.
* Legal action taken against agency and/ or major public liability claim or potential class action.
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| **5** | **CATASTROPHIC** | * Significant adverse community impacts and condemnation.
* Extreme negative media attention.
* Consistent ongoing community loss of confidence and trust in Agency capabilities and intentions.
* Government intervention.
 | * Activities ceased.
* More than 50% variation in KPI or objective.
* Multiple critical programs or projects cannot be delivered.
 | * Severe uncontained hazardous impact
* Requires long-term treatment and monitoring
* Severe residual effect on local ecological communities, animal and plant it contains, and environmental and heritage values of the area.

*i.e.: Unauthorised clearing of any sized area containing significant environmental value/s where the impacts were understood and the impacts were deliberate; Extensive pollution of waterways at regional scale, Extensive unauthorised damage to one or more Aboriginal Heritage sites; Major non-compliance with legislation.* | * Major non-compliance with legislation and/ or regulation which may result in criminal charges and/ or loss of required accreditation.
* Significant legal consequences/ class action against Agency.
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| **Table 2: Potential Likelihood Ratings** |
| **Rating** | **Description** | **Frequency** |
| Rare | The event may occur only in exceptional circumstances | Less than once every 50 years |
| Unlikely | The event could occur at some time | Once every 10-50 years |
| Possible | The event might occur at some time | Once every 1-10 years |
| **Likely** | **The event will probably occur in most circumstances** | **More than once per year** |
| Almost certain | The event is expected to occur in most circumstances | More than once per month |

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| **Table 3: Potential Risk Rating** |
|  | **Consequence** |
| **Likelihood** | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost Certain | **Low 7** | **High 10** | **High 15** | **Very High 20** | **Very High 25** |
| Likely | **Low 4** | **Medium 8** | **High 12** | **Very High 16** | **Very High 20** |
| Possible | **Low 3** | **Low 6** | **Medium 9** | **High 12** | **High 15** |
| Unlikely | **Low 2** | **Low 4** | **Low 6** | **Medium 8** | **High 10** |
| Rare | **Low 1** | **Low 2** | **Low 3** | **Low 4** | **Low 5** |