

Appendix A7

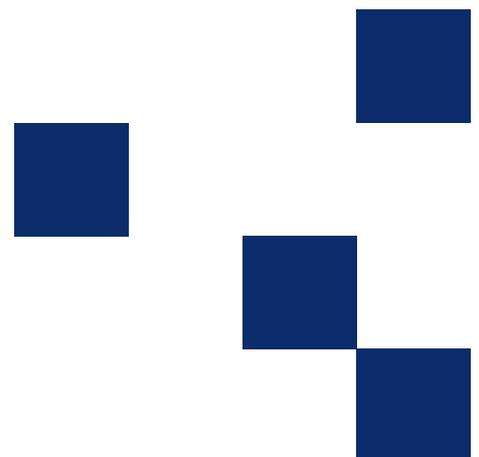
Environmental Incident Classification and Reporting Procedure



Transport
Roads & Maritime
Services

ENVIRONMENTAL INCIDENT CLASSIFICATION AND REPORTING PROCEDURE

December 2011



Environmental Incident Classification and Reporting Procedure

Purpose

To ensure the RMS has processes to classify and report environmental incidents that may occur during RMS managed activities.

Scope and Coverage

This Procedure is for the use of all RMS staff in all regions and directorates where environmental incidents may occur. The Procedure is to clearly define the requirements of RMS staff to report environmental incidents. The procedure does NOT cover environmental incidents caused by traffic accidents.

Responsibilities

All RMS staff and contractors are responsible for reporting an environmental incident when they become aware of an incident. Appendix 2 summarises the general roles and responsibilities of RMS staff. Road & Fleet Services shall manage environmental incidents in accordance with the RMS responses.

Supervisors and managers are responsible for ensuring environmental incidents are reported to the appropriate level as set out in this document.

Environment Branch is responsible for:

- assisting with advice and the reporting process;
- monitoring environmental incidents;
- monitoring and reviewing this procedure; and
- giving advice on whether environmental incidents need to be reported to external agencies.

Legal Branch is responsible for providing legal advice, assisting with investigations of incidents and preparation of reports for the Environment Protection Authority and other regulators for major incidents.

Evaluation

The environmental incident register is used to record and monitor all environmental incidents within the RMS. The register will assist with record keeping, reporting and determining improvements to incident response. The register is kept by Environment Branch. Environment Branch is responsible for entering incidents on the register and monitoring and measuring the effectiveness of incident management and of this procedure.

Additional Information

Contact: Manager Environmental Performance Improvement 8588 5765

Effective date: December 2011

Review date: December 2013

SECTION 1: BACKGROUND

1.1 What is an Environmental Incident?

The RMS defines an ***environmental incident*** as:

a discrete (one-off) occurrence that may result in an adverse impact (or impacts) on the environment and/ or a breach of legislation.

This definition relates only to incidents involving the RMS or its contractors and is for internal reporting processes as outlined in this procedure. An environmental incident is not necessarily an event caused by the RMS or its contractors, but does occur on a site under their control or management. Environmental incidents can include (but not be limited to) the following:

- spills of fuels, oils, chemicals and other hazardous materials;
- unauthorised discharge from sediment basins or other containment devices;
- unauthorised clearing or clearing beyond the extent of the project boundary or premises;
- inadequate installation and subsequent failure of temporary erosion and sediment controls;
- unauthorised damage or interference to threatened species, endangered ecological communities or critical habitat;
- unauthorised harm or desecration to Aboriginal objects and Aboriginal places; or
- unauthorised damage or destruction to any State or locally significant relic or Heritage item.
- contamination of waterways or land;
- accidental starting of a fire or a fire breaking out of containment;
- a breach of an environment protection licence, Department of Planning and Infrastructure (DP&I) approval, development consent or any agency permit condition;
- works undertaken without appropriate approval under the *Environmental Planning & Assessment Act 1979*.
- Works undertaken that are not in accordance with approved Review of Environmental Factors (REF).
- any breach of legislation; and
- illegal dumping of waste.

SECTION 2: CLASSIFICATION, NOTIFICATION AND REPORTING PROCESS

2.1 Environmental Incident Classification

There are three categories of environmental incidents / events that are to be identified and managed as shown in shown in Table 1. They include:

1. Category 1;
2. Category 2; and
3. a Reportable Event.

1. Category 1 Incidents

Category 1 incidents are potentially the most serious incidents. They generally reflect breaches of environmental legislation.

Category 1 incidents can be divided into several sub-groups;

- *Environmental Breaches* against the Protection of the Environment Operations Act (POEO Act). These include:
 - i. incidents that actually or potentially pollute waters. Such incidents include sediment laden water moving off a site due to inadequate controls being put in place; the intentional discharge of waters that are polluted or outside the limits set by environment protection licences or approvals; chemical/oil spills and sewage/septic overflows;
 - ii. breaches against environment protection licence conditions;
 - iii. breaches against DP&I approvals
 - iv. the emission of an offensive odour, meaning an odour (as defined by the POEO Act):
 - (a) *that, by reason of its strength, nature, duration, character or quality, or the time at which it is emitted, or any other circumstances:*
 - (i) *is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or*
 - (ii) *interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted.*
 - v. the generation of excessive dust;
 - vi. a fire that travels beyond site boundary causing or potentially causing adverse impact to the environment or community
 - vii. unauthorised or illegal waste disposal;
 - viii. the generation of offensive noise meaning noise (as defined by the POEO Act):
 - (a) *that, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:*
 - (i) *is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or*
 - (ii) *interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted, or*
 - (b) *that is of a level, nature, character or quality prescribed by the regulations or that is made at a time, or in other circumstances, prescribed by the regulations.*

- ❑ *Conservation Breaches* against the National Parks and Wildlife Act and the Environment Protection and Biodiversity Conservation Act such as unauthorised harm or damage to threatened species, endangered populations, endangered ecological communities or critical habitat;
- ❑ *Heritage Breaches* against the National Parks and Wildlife Act and the Heritage Act such as the unauthorised damage or destruction to any State or locally significant relic or Heritage item or the unauthorised harm or desecration to Aboriginal objects or places;
- ❑ *Planning Breaches* against the Environmental Planning and Assessment Act such as undertaking works without required approval or assessment or the failure to comply with an approval condition,

2. Category 2 Incidents

Category 2 incidents are generally less environmentally or legislatively serious. Nevertheless, these incidents need to be identified and reported in order to track potential trends that may lead to more serious Category 1 incidents. Category 2 incidents include:

- ❑ those incidents that have been classified and reported as a Category 1 incident and have been reclassified as a Category 2 incident by Manager Environmental Performance Improvement (MEPI). MEPI will assess all category 1 incidents in consultation with relevant senior environmental staff and undertake an objective assessment of the environmental / conservation / heritage significance or the legislative breach and may downgrade the incident category for reporting and KPI purposes. Reporting officers will be advised of any reclassifications;
- ❑ Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact such as small plant hydraulic spills;
- ❑ a fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community
- ❑ Failure to implement a component of Environment Management Plan or work method statement that does not result in a Category 1 incident.

3. Reportable Events

This category captures those environmental incidents that occur outside the scope of reasonable controls and mitigation. Reportable events fall into three groups:

- those relating to erosion and sediment control, that occur as a result of weather events that are beyond the design capacity of controls, and where those environmental controls have been properly (appropriate and in compliance with all requirements and guidelines) designed, installed and maintained. It recognises that some incidents, such as those due to extremely intense rainfall events, cannot be controlled even with properly designed, installed and maintained controls. For the incident to be classified as a notifiable event the activities will need to demonstrate that properly installed and maintained environmental controls and management systems were in place prior to and during the event.
- an unexpected archaeological find that has been discovered and not previously identified during previous environmental assessments and is being managed in accordance with the "RMS Standard Management Procedure - Unexpected Archaeological Finds"
- any formal complaint or warning from a regulatory agency.

Table I _ Environmental Incident Classification Categories

Category	Incident type	Primary Legislative Requirements
Category 1	Material, odour, fire or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment or community.	s.120 POEO Act – water pollution, sediment laden water, chemical/oil spill and sewage/septic overflow; s.129 POEO Act - offensive odour; s.126 POEO Act - dust exceeding reasonable levels without active management measures in place. s.139 POEO Act - offensive noise
	Discharge of waters from site not in accordance with any applicable REF determination / approval / environment protection licence condition.	s.120 and s.64 POEO Act; s.75D <i>EP&A Act</i>
	Unauthorised harm or damage to threatened species, endangered populations, endangered ecological communities or critical habitat.	<i>NPW Act</i> particularly s.118A, s.118C and s.118D.
	Unauthorised damage or disturbance to any State or locally significant relic or Heritage item.	<i>Heritage Act 1977</i> particularly s. 57, s.119, s.139 and s.156. <i>EPBC Act 1999</i> s.15A, B & C
	Unauthorised harm or desecration to Aboriginal objects and Aboriginal places.	<i>NPW Act</i> particularly s.86 and s.90. <i>EPBC Act 1999</i> s.15A, B & C
	Failure to comply with a REF determination / approval / environment protection licence condition.	<i>EP&A Act</i> particularly s.75D; <i>POEO Act</i> particularly s.64; <i>FM (G) Reg</i> particularly s.337A, <i>NPW Act</i> particularly s.90 and s.141.
	Works undertaken without required approval or environmental assessment.	<i>EP&A Act</i> particularly s.75D and s.111.
	Material harm to the environment or persons as per Part 5.7 of POEO Act	<i>POEO Act</i> particularly s.148.
Category 2	Spills that do not leave a site boundary and are cleaned up without material environmental harm or residual environmental impact.	<i>POEO Act</i> including s.120 and s.142A.
	A fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community	Potentially <i>EP&A Act</i> particularly s.111
	Failure to implement component of Environment Management Plan or work method statement that does not result in a Category 1 incident.	<i>EP&A Act</i> particularly s.111
Reportable Events	Material travelling beyond a site boundary, and where it can be demonstrated that the erosion and sediment control plan has been prepared and the controls have been installed appropriately, are being maintained well, and the weather (rain, wind etc) event exceeds the design capacity of the controls.	
	An unexpected archaeological find and is being managed in accordance with the "RMS Standard Management Procedure - Unexpected Archaeological Finds"	
	A formal complaint or warning from a Regulatory Agency	

2.2 Environmental Incident Reporting

Table 2 details the response to each incident category and Appendix 2 gives information in relation to who is responsible for the various management actions described below. The table provides information of the type of response and whether it is required to be undertaken by the RMS and/or the RMS contractor. It is important to note that, RMS's Road and Fleet Services are to follow the procedure in accordance with the RMS required responses rather than as a RMS contractor.

In general, Category 1 incidents are the most serious and incorporate quick notification to Environment Branch and detail the investigation and reporting procedure. Category 2 incidents are generally less serious with more flexible notification and reporting timeframes.

If in doubt, treat all incidents as Category 1 and in consultation with MEPI, a decision can be made to downgrade the category.

1. Category 1 Incidents

- i. Where it is possible and necessary, all work in the relevant area should cease and actions should be implemented to prevent adverse impact to the environment or community. Common sense dictates the extent of the 'stop work', however experience indicates that in the majority of incidents allow work to continue, with only those activities in the close vicinity to cease. If adequate resources are not available to contain the release and if it threatens public health, property or the environment, the NSW Fire Brigades should be contacted for emergency assistance - phone 000.
- ii. Advise the relevant Senior Environmental Officer (and RFS Environment Manager for RFS projects) as soon as RMS staff become aware of the incident occurring. The Senior Environmental Officer in turn advises Environment Branch (GM Environment, Manager Environmental Performance Improvement or Manager Environmental Policy). RMS contractors are to advise RMS Project Site Management.
- iii. Environment Branch will also notify the Chief Executive and relevant Directors of significant Category 1 incidents as soon as possible and ideally within 24 hours of the incident occurring.
- iv. Pollution incidents that cause or threaten material harm to the environment or humans must be notified immediately after becoming aware of the incident - refer to section 2.4
NOTE: The General Manager Environment or MEPI may also discuss incidents with EPA or DP&I whether there is a requirement to notify those agencies or not.
- v. The Project Manager needs to ensure that the environmental incident report form is completed and submitted to Environment Branch (and Quality Systems Coordinator (QSC) for RFS projects).
- vi. Following consultation with MEPI, undertake an investigation into the cause, nature and management response to the incident and check that any measures recommended to prevent further incidents are implemented.

2. Category 2 Incidents

- i. If necessary, stop work in relevant area and/or take immediate actions to prevent adverse impact to the environment, community or heritage.
- ii. Advise relevant SEO (and QSC for RFS projects) of the incident.
- iii. The Project Manager needs to ensure that the environmental incident report form is completed and submitted to relevant SEO, Environment Branch (and QSC for RFS projects).
- iv. Following consultation with MEPI, undertake an investigation into the cause, nature and management response to the incident and check that any measures recommended to prevent further incidents are prevented.

3. Reportable Events

SEO is to advise Manager Environmental Performance Improvement of the event by email.

Table 2: Environmental Incident Reporting Response

Category 1 Reporting Response		RMS Response	Contractor Response
1	Stop work in relevant area (if necessary) and take immediate actions to prevent adverse impact to the environment or community.	✓	✓
2	<ul style="list-style-type: none"> For RMS contractors and projects, immediately advise relevant SEO (RMS contractors to advise RMS Project Site Management) who must immediately advise Environment Branch by phone. For Road and Fleet Services projects immediately advise Team Leader/Works Supervisor/Project Delivery Manager/District Works/Section Manager who must immediately advise who must immediately advise the RFS Environment Manager, and regional environmental staff by phone Environment Branch who must immediately advise Environment Branch by phone. 	✓	✓ (Advise RMS Project Site Management)
3	Notify relevant authorities of pollution incidents that cause or threaten material harm to the environment or humans immediately after becoming aware of the incident - refer to section 2.4.	✓	✓
4	Complete the environmental incident report form 624 (RFS form 400) and submit to MEPI by email within 3 days of the date of the incident.	✓	✓
6	Following consultation with MEPI, review the cause, nature and management response to the incident	✓	✓
Category 2 Reporting Response		RMS Response	Contractor Response
1	Stop work in relevant area (if necessary) and take immediate actions to prevent adverse impact to the environment or community.	✓	✓
2	<ul style="list-style-type: none"> For RMS contractors and projects advise relevant SEO (RMS contractors to advise RMS Project Site Management). For Road and Fleet Services projects advise Team Leader/Works Supervisor/Project Delivery Manager/District Works/Section 		
3	Complete the environmental incident report form 624 (RFS form 400) and submit to MEPI by email within 3 days of the date of the incident.	✓	✓
4	Following consultation with MEPI, review the cause, nature and management response to the incident	✓	✓
Reportable Event		RMS Response	Contractor Response
1	SEO to advise Manager Environmental Performance Improvement by email. [RMS contractors to advise RMS Project Site Management]	✓	✓ (Advise RMS Project Site Management)

2.3 When must a regulatory agency be notified of an environmental incident?

There are specific statutory requirements relating to the notification of pollution or environmental incidents to relevant regulatory agencies. These are summarised in the table.

Legislation	Regulating Authority	Section
POEO Act 1997	EPA,	Section 148 – requirement to notify material harm to the environment.
Heritage Act 1977	EPA	Section 146 – requirement to notify the Heritage Council of the location of the relic once a relic has been discovered or located.
National Parks and Wildlife Act 1974	EPA	Section 89A – requirement to notify the location of an Aboriginal object that is the property of the Crown.
Commonwealth Aboriginal and Torres Strait Islanders Heritage Protection Act, 1984	Department of Sustainability, Environment, Water, Population and Communities	Section 20 – requirement to notify the Minister of the discovery of Aboriginal remains.
Contaminated Land Management Act 1997	EPA	Section 60 – requirement to notify if RMS's activities have contaminated land.
Rural Fires Act 1997	NSW Fire Brigades EPA	Section 64 – requirement to notify an appropriate fire officer of the inability to extinguish any fire burning during a bush fire danger.

Should an environmental incident have the potential to impact on a drinking water supply, the relevant water supply authority must also be advised.

2.3.1 POEO Notification of Material Harm

Under Part 5.7 of the POEO Act, there is a duty to notify EPA of a pollution incident, where material harm to the environment is caused or threatened. Material harm includes actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial or that results in actual or potential loss (refer definitions) or property damage of an amount over \$10,000.

Section 5.7 of the POEO Act requires that when a pollution incident occurs in the course of an activity so that **material harm** to the environment or humans is caused or threatened and is not trivial, RMS must notify the EPA of the incident and all relevant information, as soon as practicable after the person becomes aware of the incident,

Advice should be sought from the regional Senior Environmental Officer or Environment Branch (or RFS Environment Manager for RFS projects) with regard to the notification of incidents to the EPA. Upon identifying an incident as threatening or causing material environmental harm and reaching a conclusion or obtaining advice that the EPA must be notified the relevant RMS officer must:

1. Notify EPA **ALL** the following succinct and factual information in accordance with s150 of POEO Act. Avoid speculation on origin, causes or outcomes of an environmental incident in discussions with EPA.

- time, date, location and likely duration of incident;
 - location of place where pollution is occurring or likely to occur;
 - type of incident (e.g. chemical spill, water pollution etc.);
 - extent of incident (e.g. magnitude of spill, area covered etc.); and
 - action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution.
2. Notify the Manager Environmental Performance Improvement by phone (8588 5765 or 0428 608 758) (or RFS Environment Manager 0418 113 942 for RFS projects).

RMS activities may also be governed by an environment protection licence (EPL) under the POEO Act or an approval issued under the EP&A Act. These generally contain a number of conditions relating to RMS operations and activities including allowable pollution levels, reporting requirements and obligations to notify to relevant agency of breaches of conditions or environmental incidents.

RMS is not responsible to notifying EPA of a pollution incident caused by a traffic or vehicle accident.

2.4 Who should notify EPA of an environmental incident.

The person who is responsible for notifying EPA of environmental incidents under Part 5.7 of POEO Act (threatening or causing material harm) is:

- MEPI or **Regional SEO** for incidents relating to Road and Fleet Services projects;
- the **RMS project manager** for projects where the RMS holds an environment protection licence;
- the **relevant contractor** for projects:
 - where the contractor holds an EPL;
 - without an environment protection licence;

If a decision is made not to notify EPA of an incident, the reason needs to be noted in the incident report (e.g. the incident was a Category 2 incident, it was an internal planning issue, it was a non Aboriginal Heritage issue or it was not considered to satisfy the requirements of Part 5.7 of POEO Act).

2.4.1 Other Agencies

It is the responsibility of SEOs to liaise with Environment Branch prior to notifying other regulatory agencies of relevant environmental incidents.

2.5 Incident reporting

It is important that there is consistency in the way that an environmental incident is reported. Therefore, incidents must be reported by project staff and project managers through the *Environmental Incident Report Form* (refer Appendix 1, Form 624 available [here](#) or Form 400 for RFS projects available [here](#)). The incident report form and any subsequent reports must only include factual information. Speculation about the causes and outcomes must be excluded. The completed reports must be forwarded through regional SEOs or relevant Project Manager to the Manager Environmental Performance Improvement.

The incident reporting form requires that certain information be provided as below:

- the name of the project, contractor and RMS Region;
- the date, time and duration of the incident;
- an outline of the incident including;
 - a brief description of the incident. If the incident relates to a “failure to comply with a REF determination / approval / licence condition” provide details of the approval or licence number and condition;
 - the exact location and extent of the incident;
 - what caused the incident and how it was identified whether it be a contractor, RMS employee, Council or a complaint.
- identification of the potential incident category;
- a description of what actions/control measures were taken to rectify the incident and prevent a recurrence of the incident;
- details regarding any notification of the advice to OEH or other authorities such as DP&I; and
- sign off by:
 - the person making the report; and
 - the SEO or project manager.

The information from the form will be entered into the Environment Branch Environmental Incident Register for the purposes of record keeping, reporting (e.g. annual environment report and regular KPI assessments) and to monitor and improve responses to environmental incidents. Directorates are encouraged to keep their own environmental incident registers to manage environmental issues at a local level.

Information contained in the form or report should be verified by the relevant Project Manager by checking:

- the initial reports of the incident – who made the first report, at what time, and what information was provided, what instructions for actions were given; and
- the incident diary or field notes kept by those involved in the incident – identify and investigate any inconsistencies.

Should initial forms or reports be subsequently found to have ambiguities or other errors, then these should be annotated with full explanation and clarification within the initial forms/reports. A copy of the original form/report must be retained on file.

Incidents which may have caused material harm to the environment, damaged heritage, impacted on biodiversity matters or which are potential breaches of the POEO Act or conditions of environment protection licences may be investigated and prosecuted by OEH. DP&I authorised officers have the same investigative powers as authorised OEH officers.

The Manager Environmental Performance Improvement must be contacted in relation to these incidents and document control must be observed. This includes any communications, documents, records, written statements or reports (for example, emails and file notes) internally between RMS personnel.

Under the POEO Act and the EP&A Act, EPA and DP&I can require RMS to provide information and records regarding an incident to assist in their investigations, for example letters, emails, memoranda, drawings, files and other project information. The RMS must submit any information requested by the agencies.

Should the RMS receive a request from a regulatory authority for a written report regarding an environmental incident, the relevant Project Manager must immediately contact Environment Branch and Legal Branch for advice. Communications with Legal Branch, for the purpose of obtaining legal advice in relation to incidents, may be subject to legal professional privilege. Documents that may be the subject to legal privilege should be clearly identified and sent to Legal Branch prior to producing them to a regulatory agency. Such documents may not be required to be produced to the agencies under written notices to provide information. Environment Branch will provide advice and will co-ordinate a response with Legal Branch. Environment Branch and Legal Branch will assist in the investigation of incidents, prepare legal advice and assist with the preparation of reports to OEH and DoPI.

APPENDIX 1 ENVIRONMENTAL INCIDENT REPORT FORM

<h2 style="margin: 0;">Environmental Incident Report - 624</h2>	 Transport Roads & Maritime Services
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Complete this form for all environmental incidents that occur due to RMS works or on RMS worksites. The purpose of this form 624 is to alert Environment Branch to potential environmental incidents. It does not represent the Roads and Maritime Services (RMS) final position for any incident reported on this form.

Remember!	Complete all fields prior to submitting form Be succinct, stick to the facts and do not make assumptions. Only record information you know to be correct.
Project name	Region
Contractor name	

Incident details	Date	Time	:	am <input type="checkbox"/> pm <input type="checkbox"/>	Duration	hr: min
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Description (provide a brief description of what happened during the incident)	
EXACT location of the incident (include chainage, landmarks, features, nearest cross street, etc to make it easier to identify later) - provide a sketch if appropriate	
Quantity or volume of material escaped or causing incident: (provide an estimate if quantity unknown)	
Estimated distance to nearest waterway (can include stormwater drains and dry watercourses)	
Type of activity that caused incident (what works were in progress at the time of the incident?)	
How was the incident identified? (e.g. RMS employee, Council, community, complaint)	
Name & contact details of complainant (where relevant)	

Potential Category 1 Incident: <i>(may involve one or more of the following [tick incident type] - fill in table over page)</i>	
<input type="checkbox"/> Material, odour or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment or community.	<input type="checkbox"/> Failure to comply with a REF determination / approval / environment protection licence condition.
<input type="checkbox"/> Discharge of waters from site not in accordance with any applicable REF determination /approval / environment protection licence condition.	<input type="checkbox"/> Unauthorised harm or damage to threatened species, endangered populations, endangered ecological communities or critical habitat.
<input type="checkbox"/> A fire that travels beyond site boundary	<input type="checkbox"/> Unauthorised damage or destruction to any State or locally significant relic or Heritage item.
<input type="checkbox"/> Unauthorised harm or desecration to Aboriginal objects and Aboriginal places.	<input type="checkbox"/> Material harm to the environment or persons as per Part 5.7 of POEO Act. (including harm on site)
	<input type="checkbox"/> Works undertaken without required approval or environmental assessment.

Potential Category 2 Incident: <i>(may involve one or more of the following [tick incident type] - fill in table over page)</i>	
<input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.	<input type="checkbox"/> Failure to implement component of Environment Management Plan that does not result in a Category 1 incident.
	<input type="checkbox"/> A fire contained on site without causing impact to the environment.

Please submit all completed forms to Environment Branch via Fax: 8588 4173 or email at environmental_performance_improvement@rta.nsw.gov.au Roads and Fleet Services staff to forward completed form to QSC; QSC to forward form to LEO and RFS Environment Manager (Fax: 9598 7881).

Any other details of the incident (including any information which did not fit in spaces above, as well as any special circumstances of the day or the location):

What immediate actions/control measures were taken to rectify or contain the incident?

What corrective action has been taken to prevent similar incidents recurring?

Sign off (officer making report)

Print name: _____	Sign: _____
Position: _____	Date: _____

Notification of EPA and other authorities

To be completed by the relevant Project Manager or Senior Environmental Officer (SEO)			
Was EPA notified? <input type="checkbox"/> YES <input type="checkbox"/> NO - If No, provide reasons for not notifying EPA			
Who notified the EPA? Name _____ Position _____			
Notification method	<input type="checkbox"/> telephone <input type="checkbox"/> on site	Date	Time : am <input type="checkbox"/> pm <input type="checkbox"/>
Has there been a EPA Environment Line Complaint? <input type="checkbox"/> YES <input type="checkbox"/> NO		EPA Complaint No.	
Other authorities notified and why (eg NSW Fire & Rescue, Workcover, Dept. of Planning & Infrastructure, NSW Health or Local Council) 			

Sign off (SEO/Project Manager)

Print name: _____	Sign: _____
Position: _____	Date: _____

Please submit all completed forms to Environment Branch via Fax: 8588 4173 or email at environmental_performance_improvement@rta.nsw.gov.au Roads and Fleet Services staff to forward completed form to QSC; QSC to forward form to LEO and RFS Environment Manager (Fax: 9598 7881).

A1.4 RMS Environment Contacts

Position	Name	Office	Office No	Mobile No
Infrastructure Services				
Sydney Region SEO	Joseph Fanous	Parramatta	(02) 8849 2516	0411 148 513
Western Region SEO	Mark Arrow	Parkes	(02) 6861 1628	0417 435 839
Southern SEO	Graham Roche	Wollongong	(02) 6492 9515	0447 443 957
Northern Region SEO	Greg Collins	Grafton	(02) 6640 1072	0411 406 519
South-West SEO	Michial Sutherland	Wagga Wagga	(02) 6938 1143	0418 204 230
Hunter Region SEO	Renaë Martin	Newcastle	(02) 4924 0440	0413 483 539
Environmental Services Manager (Pacific Highway Office)	Scott Lawrence	Grafton	(02) 6640 1375	0419 248 583
Commercial Services				
Road and Fleet Services Environmental Manager	Sally Durham	Rockdale	(02) 9598 7721	0418 113 942
Environment Branch				
GM Environment	Erica Adamson	Miller Street	(02) 8588 5730	0439 401 052
Manager, Environmental Performance Improvement	David Featherston	Miller Street	(02) 8588 5765	0428 608 758
Manager, Environmental Policy	Michael Crowley	Miller Street	(02) 8588 5740	0439 595 361

APPENDIX 2 ENVIRONMENTAL INCIDENT MANAGEMENT ROLES AND RESPONSIBILITIES

	Project Manager	Senior Environmental Officer or Delegate	Environment Officer (EPI)	Manager, Environmental Performance Improvement	Environment Executive Committee	RMS employees
RESPONSIBILITY (CATEGORY 1 & 2 INCIDENTS)						
Strategic Overview & Performance Review						
Oversee environmental incident implementation, review its suitability and adequacy against RMS policy, legislative requirements and relevant external party (i.e. DECC) incident management protocols				✓		
Review incident management performance and provide feedback on incident management performance			✓		✓	
Incident Management & Investigation						
Provide adequate resources for managing environmental incidents	✓	✓		✓		
Ensure environmental incidents are responded to in a timely manner by adequately trained personnel	✓	✓		✓		
Ensure employees are adequately trained in managing environmental incidents	✓	✓		✓		
Provide adequate resources for incident investigation	✓	✓		✓		
Provide adequate and timely advice to those RMS employees affected by or involved in environmental incidents	✓	✓				
Liaise and respond to media enquiries / coverage of environmental incidents or nominating appropriate media contact	✓			✓		
Ensure that when not available to fulfil incident management roles and responsibilities, these responsibilities are delegated to an available and appropriate RMS employee	✓	✓		✓		
Incident Administration						
Develop, maintain and control RMS environmental incident management procedures and supporting guidance material			✓	✓		
Track the corrective action / follow up implementation identified within environmental incident reports		✓	✓			
Coordinate the Environment Executive Committee's review of environmental incidents			✓	✓		
Coordinate and implement environmental incident training			✓			
Provide environmental incident performance reporting			✓			
General						
Adhere to the requirements of this RMS procedure and supporting document						✓
Identify opportunities for improvement with environmental incident management and prevention						✓