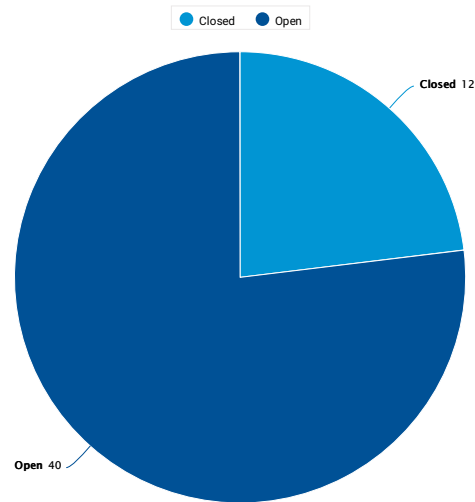


Incidents by Status



Incidents opened within period

Code	Incident	Owner	Type	Reported On	Priority
APP - 1	FOI request - Lucy Hall	Lynda Cull	FOI	29/01/2019	Insignificant
APP - 3	FOI Request - Alice Well	Allison Davies	FOI	14/01/2019	Insignificant
APP - 4	FOI Request - Adam Brookes	Amy Stevens	FOI	29/01/2019	Insignificant
APP - 5	FOI Request - Justin Rodriguez	Tamsen Jose	FOI	29/01/2019	Insignificant
APP - 6	FOI Request - Mary Bates	Amy Stevens	FOI	29/01/2019	Insignificant
CL - 2	Tree root claim	Wayne Horn	Claim	30/11/2018	Minor
CL - 3	Collision involving Council vehicle	Sean Arnold	Claim	04/12/2018	Moderate
CL - 4	Tripping injury to member of the staff in breakroom	Cory Klein	Injury	05/07/2018	Minor
CL - 5	Jane Doe - vehicle collision	Renae Ibrahim	Injury	10/07/2018	Catastrophic
COM - 3	Unprofessional conduct complaint received from customer	Samara Rhodes	Complaints	12/12/2019	Minor
COM - 4	Misappropriate behavior towards a female	Cory Klein	Complaints	19/11/2019	Minor
COM - 6	Office prank, left an employee injured	Catherine Allan	Complaints	09/12/2019	Catastrophic
COM - 7	Sexual Harassment Complaint	Karen Miller	Complaints	10/12/2019	Major
HAZ - 1	Caught In Or Struck Moving Machinery which has explosive chemicals	Joe Smith	Hazard	23/10/2018	Moderate
HAZ - 10	Fuel & chemical storage	Jack Watts	Hazard	01/11/2018	Catastrophic
HAZ - 11	Drainage works	Tamsen Jose	Hazard	01/11/2018	Insignificant
HAZ - 12	Materials import	Sean Arnold	Hazard	01/11/2018	Moderate
HAZ - 13	Operation of workshop plant and equipment	Allison Davies	Hazard	01/11/2018	Minor
HAZ - 14	IT hardware and equipment handling and installation	Jenny Doe	Hazard	05/03/2019	Insignificant
HAZ - 15	Raised Tiles Located in Staff Breakroom	Allison Davies	Hazard	21/06/2019	Moderate
HAZ - 2	Explosives storage	Sean Arnold	Hazard	23/10/2018	Minor
HAZ - 3	Blasting	Jenny Doe	Hazard	11/07/2018	Minor
HAZ - 4	Decommissioning	Jack Watts	Hazard	01/11/2018	Moderate
HAZ - 5	Waste collection	Mary Jane	Hazard	01/11/2018	Moderate
HAZ - 6	Office based administrative tasks	David Murray	Hazard	01/11/2018	Minor
HAZ - 7	Managing Community Events	Allison Davies	Hazard	01/11/2018	Catastrophic

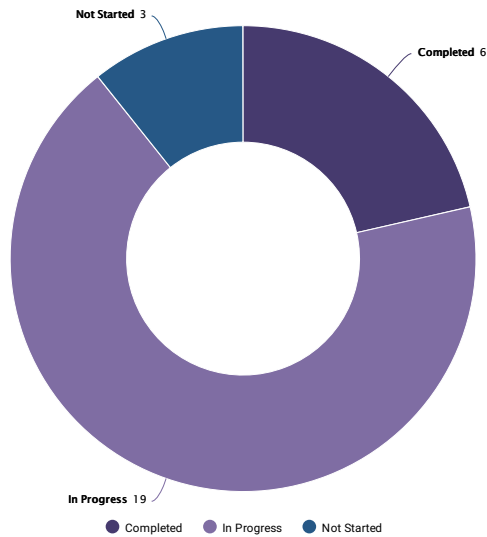
HAZ - 8	Beach cleaning	Renae Ibrahim	Hazard	01/11/2018	Moderate
HAZ - 9	Community consultation in public places	Sunnie Waight	Hazard	01/11/2018	Major
IMS - 1	IT System Malfunction	Joe Smith	Event	16/07/2018	Minor
IMS - 1	Vic Metro industrial areas prone to post-incident toxic pollution	Joe Smith	Issue	16/07/2018	Catastrophic
IMS - 2	Data Loss arising from IT System Malfunction	Allison Davies	Event	02/07/2018	Major
IMS - 2	Swipe Card Malfunction	David Murray	Process and Equipment	05/07/2018	Moderate
IMS - 3	Breach of Compliance Standards as required under the Financial Stability Standards	Allison Davies	Event	05/07/2018	Major
IMS - 3	Influenza Immunisation	Allison Davies	Immunisation	02/07/2018	Minor
IMS - 4	Misrepresentation of PSC Press Release by Chanel 15 News Report	Renae Ibrahim	Event	20/11/2018	Moderate
IMS - 5	Door to Server Room left Unlocked overnight	Allison Davies	Event	06/07/2018	Major
IMS - 6	Emailing of inappropriate information to staff without sufficient security privileges	Monica Harris	Event	07/07/2018	Major
IMS - 7	Noted failure to report a fraudulent transaction	Allison Davies	Event	01/07/2018	Catastrophic
IMS - 8	Lucy Simpson - Tripped in Staff Break room	Allison Davies	Event	06/11/2018	Insignificant
OFF - 1	Building inspection at LLS office	Paul Hilton	Office Inspection	30/10/2019	Insignificant
OFF - 2	Office inspection in Newcastle Office	Sean Arnold	Office Inspection	01/11/2019	Major
OFF - 3	Warialda LLS office	Amy Stevens	Office Inspection	01/11/2019	Catastrophic
OFF - 4	Sloping Floor and worn carpet hazards	Allison Davies	Office Inspection	01/11/2019	Insignificant
OFF - 5	Lab Inspection	Paul Hilton	Office Inspection	01/11/2019	Moderate
SI - 1	Waterworks depot	Renae Ibrahim	Site Inspection	01/11/2019	Insignificant
SI - 2	Soil Conservation	Thuriyya Tobin	Site Inspection	01/11/2019	Insignificant
SI - 3	Site Inspection at Griffith Street	Allison Davies	Site Inspection	01/11/2019	Insignificant
SI - 4	Boyd Place Inspection	Sean Arnold	Site Inspection	01/11/2019	Insignificant

Incidents closed within period						
Code	Incident	Owner	Type	Reported On	Closed On	Days Taken for Resolution
SI - 1	Waterworks depot	Renae Ibrahim	Site Inspection	01/11/2019	01/11/2019	0
SI - 4	Boyd Place Inspection	Sean Arnold	Site Inspection	01/11/2019	06/11/2019	-5
HAZ - 15	Raised Tiles Located in Staff Breakroom	Allison Davies	Hazard	21/06/2019	05/07/2019	-14
HAZ - 13	Operation of workshop plant and equipment	Allison Davies	Hazard	01/11/2018	05/03/2019	-124
IMS - 1	Vic Metro industrial areas prone to post-incident toxic pollution	Joe Smith	Issue	16/07/2018	08/02/2019	-207
HAZ - 1	Caught In Or Struck Moving Machinery which has explosive chemicals	Joe Smith	Hazard	23/10/2018	18/09/2019	-330

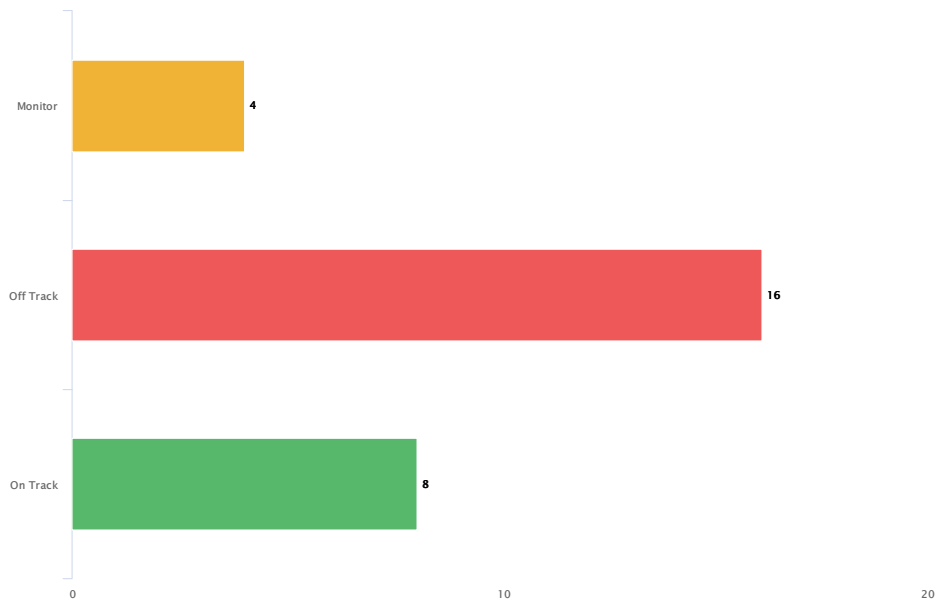
All Currently Open Incidents						
Code	Incident	Owner	Type	Reported On	Days Open	
IMS - 9	Visitor slipped in public bathroom	Paul Hilton	Recover at Work	10/01/2018	842	
CL - 1	Visitor Tripped on a loose tree root on Johnson Street.	Joe Smith	Injury	09/05/2018	723	
IMS - 7	Noted failure to report a fraudulent transaction	Allison Davies	Event	01/07/2018	670	
IMS - 2	Data Loss arising from IT System Malfunction	Allison Davies	Event	02/07/2018	669	
IMS - 3	Influenza Immunisation	Allison Davies	Immunisation	02/07/2018	669	
CL - 4	Tripping injury to member of the staff in breakroom	Cory Klein	Injury	05/07/2018	666	
IMS - 3	Breach of Compliance Standards as required under the Financial Stability Standards	Allison Davies	Event	05/07/2018	666	
IMS - 2	Swipe Card Malfunction	David Murray	Process and Equipment	05/07/2018	666	
IMS - 5	Door to Server Room left Unlocked overnight	Allison Davies	Event	06/07/2018	665	
IMS - 6	Emailing of inappropriate information to staff without sufficient security privileges	Monica Harris	Event	07/07/2018	664	
CL - 5	Jane Doe - vehicle collision	Renae Ibrahim	Injury	10/07/2018	661	
HAZ - 3	Blasting	Jenny Doe	Hazard	11/07/2018	660	
IMS - 1	IT System Malfunction	Joe Smith	Event	16/07/2018	655	
IMS - 1	Vic Metro industrial areas prone to post-incident toxic pollution	Joe Smith	Issue	16/07/2018	655	

HAZ - 1	Caught In Or Struck Moving Machinery which has explosive chemicals	Joe Smith	Hazard	23/10/2018	556
HAZ - 2	Explosives storage	Sean Arnold	Hazard	23/10/2018	556
HAZ - 4	Decommissioning	Jack Watts	Hazard	01/11/2018	547
HAZ - 10	Fuel & chemical storage	Jack Watts	Hazard	01/11/2018	547
HAZ - 11	Drainage works	Tamsen Jose	Hazard	01/11/2018	547
HAZ - 12	Materials import	Sean Arnold	Hazard	01/11/2018	547
HAZ - 13	Operation of workshop plant and equipment	Allison Davies	Hazard	01/11/2018	547
HAZ - 9	Community consultation in public places	Sunnie Waight	Hazard	01/11/2018	547
HAZ - 8	Beach cleaning	Renae Ibrahim	Hazard	01/11/2018	547
HAZ - 7	Managing Community Events	Allison Davies	Hazard	01/11/2018	547
HAZ - 6	Office based administrative tasks	David Murray	Hazard	01/11/2018	547
HAZ - 5	Waste collection	Mary Jane	Hazard	01/11/2018	547
IMS - 8	Lucy Simpson - Tripped in Staff Break room	Allison Davies	Event	06/11/2018	542
IMS - 4	Misrepresentation of PSC Press Release by Chanel 15 News Report	Renae Ibrahim	Event	20/11/2018	528
CL - 2	Tree root claim	Wayne Horn	Claim	30/11/2018	518
CL - 3	Collision involving Council vehicle	Sean Arnold	Claim	04/12/2018	514
APP - 3	FOI Request - Alice Well	Allison Davies	FOI	14/01/2019	473
APP - 4	FOI Request - Adam Brookes	Amy Stevens	FOI	29/01/2019	458
APP - 5	FOI Request - Justin Rodriguez	Tamsen Jose	FOI	29/01/2019	458
APP - 6	FOI Request - Mary Bates	Amy Stevens	FOI	29/01/2019	458
APP - 1	FOI request - Lucy Hall	Lynda Cull	FOI	29/01/2019	458
HAZ - 14	IT hardware and equipment handling and installation	Jenny Doe	Hazard	05/03/2019	423
HAZ - 15	Raised Tiles Located in Staff Breakroom	Allison Davies	Hazard	21/06/2019	315
OFF - 1	Building inspection at LLS office	Paul Hilton	Office Inspection	30/10/2019	184
SI - 1	Waterworks depot	Renae Ibrahim	Site Inspection	01/11/2019	182
OFF - 2	Office inspection in Newcastle Office	Sean Arnold	Office Inspection	01/11/2019	182
SI - 2	Soil Conservation	Thuriyya Tobin	Site Inspection	01/11/2019	182
OFF - 3	Warialda LLS office	Amy Stevens	Office Inspection	01/11/2019	182
OFF - 4	Sloping Floor and worn carpet hazards	Allison Davies	Office Inspection	01/11/2019	182
SI - 3	Site Inspection at Griffith Street	Allison Davies	Site Inspection	01/11/2019	182
SI - 4	Boyd Place Inspection	Sean Arnold	Site Inspection	01/11/2019	182
OFF - 5	Lab Inspection	Paul Hilton	Office Inspection	01/11/2019	182
COM - 4	Misappropriate behavior towards a female	Cory Klein	Complaints	19/11/2019	164
COM - 6	Office prank, left an employee injured	Catherine Allan	Complaints	09/12/2019	144
COM - 7	Sexual Harassment Compliant	Karen Miller	Complaints	10/12/2019	143
COM - 3	Unprofessional conduct compliant received from customer	Samara Rhodes	Complaints	12/12/2019	141
COM - 2	Workplace sexual harassment	Sean Arnold	Complaints	19/02/2020	72
COM - 1	HR Officer Verbal Abuse	Amy Stevens	Complaints	19/03/2020	43

Incident Action by Status



Incident Actions by Performance



Incident Actions Summary

Overdue

Incident: Caught In Or Struck Moving Machinery which has explosive chemicals					Incident Owner: Joe Smith	
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Implementing a 'PHE Structure'	Amy Stevens - Manager	31/10/2018	31/08/2019	0%	Not Started	-244
Placing hand sanitizes around office	Sunnie Waight - Officer	31/10/2018	30/12/2018	25%	In Progress	-488

Incident: Collision involving Council vehicle					Incident Owner: Sean Arnold	
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Verify involved person's insurance provider	Jack Watts - Officer	28/11/2018	06/12/2018	50%	In Progress	-512

Incident: Emailing of inappropriate information to staff without sufficient security privileges					Incident Owner: Monica Harris	
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Develop internal communication plan	Joe Smith - Director	12/09/2018	12/09/2018	80%	In Progress	-597

Identify who gained access to the document	Joe Smith - Director	09/08/2018	23/08/2018	90%	In Progress	-617
Incident: Influenza Immunisation						Incident Owner: Allison Davies
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
12 month flu shot reminder	Joe Smith - Director	12/07/2018	11/06/2019	15%	In Progress	-325
Incident: Lucy Simpson - Tripped in Staff Break room						Incident Owner: Allison Davies
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Review of Hazard identification and reporting procedure	Allison Davies - Officer	06/11/2018	29/11/2018	20%	In Progress	-519
Submit investigation summary report	Joe Smith - Manager	06/11/2018	30/11/2018	50%	In Progress	-518
Incident: Raised Tiles Located in Staff Breakroom						Incident Owner: Allison Davies
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Organise raised tile to be fixed.	Amy Stevens - Manager	21/06/2019	05/07/2019	10%	In Progress	-301
Incident: Tree root claim						Incident Owner: Wayne Horn
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Arborist to visit site for inspection	Allison Davies - Officer	06/12/2018	07/12/2018	0%	Not Started	-511
Incident: Tripping injury to member of the staff in breakroom						Incident Owner: Cory Klein
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Review of hazard identification and reporting procedure	Joe Smith - Director	10/07/2018	20/07/2018	25%	In Progress	-651
Incident: Vic Metro industrial areas prone to post-incident toxic pollution						Incident Owner: Joe Smith
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Review metro industrial incident preparedness	Catherine Allan - Director	04/02/2019	28/02/2019	55%	In Progress	-428
Incident: Visitor slipped in public bathroom						Incident Owner: Paul Hilton
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Tile requires re grouting	Joe Smith - Director	11/01/2018	11/01/2018	0%	Not Started	-841
Incident: Visitor Tripped on a loose tree root on Johnson Street.						Incident Owner: Joe Smith
Action	Owner	Start	Due	% Complete	Status	Overdue By (in days)
Review of hazard identification and reporting procedure	Amy Stevens - Manager	02/08/2018	30/04/2019	29%	In Progress	-367
Scheduled						
Incident: Data Loss arising from IT System Malfunction						Incident Owner: Allison Davies
Action	Owner	Start	Due	% Complete	Status	Due in Days
Ensure adequate safety is signage has been implemented across all sites	Sean Arnold - Officer	01/04/2020	18/03/2021	61%	In Progress	321
Inspect server and all related equipment for damages	Brad Smith - Certified Cammscollege Consultant	02/07/2019	06/07/2021	41%	In Progress	431
Incident: FOI request - Lucy Hall						Incident Owner: Lynda Cull
Action	Owner	Start	Due	% Complete	Status	Due in Days
Begin Investigations on Lucy's FOI	Joe Smith - Manager, Planning and Amenity	30/07/2019	20/12/2020	84%	In Progress	233
Incident: HR Officer Verbal Abuse						Incident Owner: Amy Stevens
Action	Owner	Start	Due	% Complete	Status	Due in Days

Discussion with HR officer	Allison Davies - Officer	07/04/2020	22/07/2020	10%	In Progress	82
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Completed

Incident: Explosives storage	Incident Owner: Sean Arnold
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Action	Owner	Start	Due	% Complete	Status
Explosives Regulations 2014	Catherine Allan - Director	31/10/2018	09/02/2019	100%	Completed
Implementing Safe systems of work and working practices	Carlene James - Officer	31/10/2018	26/12/2018	100%	Completed

Incident: Tree root claim	Incident Owner: Wayne Horn
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Action	Owner	Start	Due	% Complete	Status
Contact applicant for further details	Amy Stevens - Manager	03/12/2018	04/12/2018	100%	Completed

Incident: Vic Metro industrial areas prone to post-incident toxic pollution	Incident Owner: Joe Smith
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Action	Owner	Start	Due	% Complete	Status
Conduct site inspections of at-risk facilities	Allison Davies - Officer	01/01/2019	05/02/2019	100%	Completed