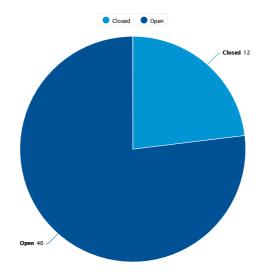
# Incidents by Status



Incidents o	pened within period				
Code	Incident	Owner	Туре	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 Hom	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 compliant 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 Compliant	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

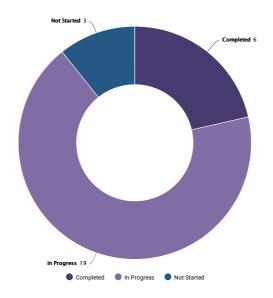
HAZ - 8	Beach cleaning		Renae Ibrahim	Hazard	01/11/2018	Moderate
HAZ - 9	Community consultation in public places		Sunnie Waight	Hazard	01/11/2018	Major
IMS - 1	IT System Malfunction		Joe Smith	Event	16/07/2018	Minor
IMS - 1	Vic Metro industrial areas prone to post-incident toxic pollution		Joe Smith	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 clo	sed within period					_
Code	Incident	Owner	Туре	Reported On	Closed On	Days Taken for Resolution

Code	Incident	Owner	Туре	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 Curren	ntly Open Incidents				
Code	Incident	Owner	Туре	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

NAY 7         Spinotone startaging         Same Armald         Patabal         740/10/10/10         58           102 - 4         Conventionishing         Jack Walts         Nazard         01/12/10         58           102 - 10         Each & Extendicationing         Jack Walts         Hazard         01/12/10         58           104 - 11         Company confess         Caracter         Hazard         01/12/10         58           104 - 12         Commonity Conduction in politic places         Alliano Davide         14224d         01/12/10         58           104 - 2         Commonity Conductation in public places         Alliano Davide         14224d         01/12/10         58           104 - 3         Other Starting         Alliano Davide         14224d         01/12/10         58           104 - 4         Other Starting Commonity Events         Alliano Davide         14224d         01/12/10         58           104 - 2         Other Starting Commonity Events         Alliano Davide         14224d         01/12/10         58           104 - 2         Colfice David Administrative Events         Alliano Davide         14224d         01/12/10         58           104 - 3         Luy Simpson- Tropped in Staff Break record         Alliano Davide         150	HAZ - 1	Caught In Or Struck Moving Machinery which has explosive chemicals	Joe Smith	Hazard	23/10/2018	556
142-10         Fuel & chemical storage         Jack Nature         Flazard         01/17/2018         57           142-11         Opiniage works         Tamens-Jose         1 hazard         01/17/2018         57           142-12         Approximation of workshop plant and equipment         Allians Draws         1 hazard         01/17/2018         57           142-19         Community constitution in public places         Sumit Waight         1 hazard         01/17/2018         54           142-19         Community constitution in public places         Sumit Waight         1 hazard         01/17/2018         54           142-19         Community constitution in public places         Sumit Waight         1 hazard         01/17/2018         54           142-29         Community Constitution         Allians Davise         1 hazard         01/17/2018         54           142-29         Washe collection         Allians Davise         1 hazard         01/17/2018         54           142-29         Washe collection         Many Jane         1 hazard         01/17/2018         54           142-21         Washe collection         Many Jane         1 hazard         01/17/2018         54           148-2-5         Washe collection         Many Jane         1 hazard	HAZ - 2	Explosives storage	Sean Arnold	Hazard	23/10/2018	556
1.M.Z 11         Draininge works         Tamiser Jose         Hazard         01/11/2018         547           1.M.Z 12         Moterials import         Sean Amoult         Hazard         01/11/2018         547           1.M.Z 12         Operation of workshop plant and equipment         Allison Daves         Hazard         01/11/2018         547           1.M.Z 9         Community consultation in public places         Baseh clearing         Brane Brother         Hazard         01/11/2018         547           1.M.Z 7         Managing Community Events         Allison Davide         Hazard         01/11/2018         547           1.M.Z 7         Managing Community Events         Allison Davide         Hazard         01/11/2018         547           1.M.Z 8         Waste collection         Base Mindle         Hazard         01/11/2018         547           1.M.Z 9         Waste collection         Malison Davies         Cevent         01/11/2018         542           1.M.Z 1         Waste collection         All Sing Davies         Cevent         01/11/2018         542           1.M.Z 2         Tree root dain         All song Davies         Cevent         01/11/2018         543           1.M.Z 2         Tree root dain         All song Davi	HAZ - 4	Decommissioning	Jack Watts	Hazard	01/11/2018	547
HAZ-12         Materials import         Sean Arnold         Hazord         01/11/2018         547           HAZ-13         Operation of workshop plant and equipment         Allison Davise         Hazord         01/11/2018         547           HAZ-19         Community consultation in public places         Samine Weight         Hazord         01/11/2018         547           HAZ-2         Beach cleaning         Allison Davise         Hazord         01/11/2018         547           HAZ-3         Office based administrative tasks         David Murray         Hazord         01/11/2018         547           HAZ-5         Office based administrative tasks         David Murray         Hazord         01/11/2018         547           HAZ-5         Weste collection         Maley Jame         Hazord         01/11/2018         547           HAZ-5         Weste collection         Allison Davise         Event         06/11/2018         547           MS-8         Lucy Simpson Tripped in Saff Break room         Allison Davise         Event         06/11/2018         542           MS-1         Miscondary Simpson Tripped in Saff Break room         Allison Davise         Event         06/11/2018         542           MS-2         Tevrocot claim         Miscondary         Miscondary <td>HAZ - 10</td> <td>Fuel &amp; chemical storage</td> <td>Jack Watts</td> <td>Hazard</td> <td>01/11/2018</td> <td>547</td>	HAZ - 10	Fuel & chemical storage	Jack Watts	Hazard	01/11/2018	547
1MZ-13         Operation of workshop plant and equipment         All son Devices         Hazard         01/11/2018         547           MZ-9         Community consultation in public places         Sunnie Weight         Hazard         01/11/2018         547           HAZ-7         Monaging Community Events         Allians         Allians         Hazard         01/11/2018         547           HAZ-7         Monaging Community Events         Allians         David Murray         Hazard         01/11/2018         547           HAZ-6         Other based administrative totaks         David Murray         Hazard         01/11/2018         547           HAZ-5         Waste collection         May-June         Hazard         01/11/2018         547           HAZ-6         Waste collection         Allison Davies         Event         05/11/2018         542           HAZ-7         Waste collection         Allians Davies         Event         05/11/2018         542           HAZ-8         Waste collection         All Scorphages - Tripped in Self Break room         All Scorphages - Tripped in Self Break room         All Scorphages - Self-12011         05/11/2018         542           LI-2-4         Tripped in Self Break room         All Scorphages - Tripped in Self-12018         548         52 <t< td=""><td>HAZ - 11</td><td>Drainage works</td><td>Tamsen Jose</td><td>Hazard</td><td>01/11/2018</td><td>547</td></t<>	HAZ - 11	Drainage works	Tamsen Jose	Hazard	01/11/2018	547
Name	HAZ - 12	Materials import	Sean Arnold	Hazard	01/11/2018	547
HAZ - 8         Beach cleaning         Renae trahim         Hazard         01/11/2018         547           HAZ - 7         Managing Community Events         Allison Davies         Hazard         01/11/2018         547           HAZ - 6         Office based administrative trasks         David Murray         Hazard         01/11/2018         547           HAZ - 5         Waste collection         May James         Hazard         01/11/2018         547           IMS - 8         Lucy Simpson - Tripped in Staff Break norn         Allison Davies         Event         06/11/2018         542           IMS - 8         Misregressentation of PSC Press Release by Chanel 15 News Report         Renae Israhim         Event         20/11/2018         528           CL - 2         Tree root claim         Woyne Horn         Claim         30/11/2018         518           CL - 3         Colliston Involving Council vehicle         Sean Arnold         Claim         30/11/2019         438           APP - 3         FOI Request Alson Brookes         Amy Stevens         FOI         14/17/2019         438           APP - 4         FOI Request Alson Brookes         Amy Stevens         FOI         29/01/2019         458           APP - 5         FOI Request Alson Brookes         Amy Stevens	HAZ - 13	Operation of workshop plant and equipment	Allison Davies	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           DAS-8         Lucy Simpson - Tripped in Salf Break room         Allison Davies         Event         06/11/2018         542           IMS-4         Misrepresentation of PSC Press Release by Chanel 15 News Report         Resea bridge         Cent of Calim         06/11/2018         528           0L-2         Tree root claim         Wayne Hom         Claim         04/12/2018         518           0L-3         Collision involving Council vehicle         Sean Arnold         Claim         04/12/2018         514           APP-3         FOI Request - Alem Brookee         Arny Stevens         FOI         14/01/2019         473           APP-4         FOI Request - Justin Rodrigusz         Tames - Juse         FOI         29/01/2019         458           APP-5         FOI Request - Marin Brookee         Any Stevens         FOI         29/01/2019         458           APP-1         FOI Request - Marin Rodrigusz         Pal Horace	HAZ - 9	Community consultation in public places	Sunnie Waight	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           MS - 8         Lucy Simpson - Tripped in Staff Break room         Allison Davies         Event         06/11/2018         542           MS - 4         Misrepresentation of PSC Press Release by Chanel 15 News Report         Renae Brahim         Event         20/11/2018         528           CL - 2         Tree root daim         Wayne Horn         Claim         30/11/2018         518           CL - 3         Collision involving Council vehicle         Sean Arnold         Claim         04/12/2018         514           APP - 3         FOI Request - Alca Metrolise         Allison Davies         FOI         29/01/2019         458           APP - 4         FOI Request - Alca Metrolise         Amy Stevens         FOI         29/01/2019         458           APP - 5         FOI Request - Justin Rodriguez         Transent Jose         FOI         29/01/2019         458           APP - 6         FOI Request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull	HAZ - 8	Beach cleaning	Renae Ibrahim	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 Hom         Claim         30/11/2018         518           CL - 2         Tree root claim         Collision involving Council vehicle         Sean Amold         Claim         04/12/2018         518           CL - 3         Collision involving Council vehicle         Sean Amold         Claim         04/12/2018         514           APP - 3         FOI Request - Alice Well         Allison Davies         FOI         14/01/2019         478           APP - 4         FOI Request - Adam Brookers         FOI         29/01/2019         458           APP - 5         FOI Request - Adam Brookers         FOI         29/01/2019         458           APP - 6         FOI Request - Mary Bates         Any Stevens         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lyndo Cull         FOI         29/	HAZ - 7	Managing Community Events	Allison Davies	Hazard	01/11/2018	547
IMS - 8         Lucy Simpson - Tripped in Staff Break room         Allison Davies         Event         06/11/2018         542           IMS - 4         Misrapersentation of PSC Press Release by Chanel 15 News Report         Renae Ibrahim         Event         20/11/2018         528           CL - 2         Tree root claim         Wayne Hom         Claim         30/11/2018         518           CL - 3         Collision involving Council vehicle         Sean Arnold         Claim         04/12/2018         514           APP - 3         F Ol Request - Adam Brooke         Affloor Davies         F Ol         14/01/2019         473           APP - 4         F Ol Request - Adam Brooke         Amy Stevens         F Ol         29/01/2019         458           APP - 5         FOI Request - Justin Rodriguez         Tarmsen Jose         F Ol         29/01/2019         458           APP - 6         FOI Request - Justin Rodriguez         Amy Stevens         F Ol         29/01/2019         458           APP - 6         FOI Request - Justin Rodriguez         Amy Stevens         F Ol         29/01/2019         458           APP - 1         FOI Request - Justin Rodriguez         Amy Stevens         F Ol         29/01/2019         458           APP - 2         FOI Request - Justin Rodriguez	HAZ - 6	Office based administrative tasks	David Murray	Hazard	01/11/2018	547
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 - Alarm Brookes         Army Stevens         FOI         29/01/2019         458           APP - 5         FOI Request - Justin Rodriguez         Tamsen Jose         FOI         29/01/2019         458           APP - 6         FOI Request - Justin Rodriguez         Tamsen Jose         FOI         29/01/2019         458           APP - 6         FOI Request - Justin Rodriguez         Tamsen Jose         FOI         29/01/2019         458           APP - 6         FOI Request - Justin Rodriguez         Tamsen Jose         FOI         29/01/2019         458           APP - 1         Toll Request - Justin Rodriguez         Tamsen Jose         FOI         29/01/2019         458           APP - 2         Toll Request - Justin Rodriguez         Tamsen Jose <td>HAZ - 5</td> <td>Waste collection</td> <td>Mary Jane</td> <td>Hazard</td> <td>01/11/2018</td> <td>547</td>	HAZ - 5	Waste collection	Mary Jane	Hazard	01/11/2018	547
CL - 2         Tree root claim         Wayne Hom         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         Army Stevens         FOI         29/01/2019         458           APP - 5         FOI Request - Mary Bates         Amy Stevens         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           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI Request - Mary Bates         Allison Davies         Hazard         05/03/2019         423	IMS - 8	Lucy Simpson - Tripped in Staff Break room	Allison Davies	Event	06/11/2018	542
CL-3         Collision involving Council vehicle         Sean Amold         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         182           SI-1         Waterworks depot         Renae (brahim         Site inspection         01/11/2019         182           GF-2         Office inspection in Newcastle Office         Sean Amold	IMS - 4	Misrepresentation of PSC Press Release by Chanel 15 News Report	Renae Ibrahim	Event	20/11/2018	528
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 - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Mark and Stepholos and Ste	CL - 2	Tree root claim	Wayne Horn	Claim	30/11/2018	518
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 - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         FOI         29/01/2019         458           APP - 1         Building inspection at Cull for Staff Breakroom         Allison Davies         Mise Inspection         0/11/2019 <td< td=""><td>CL - 3</td><td>Collision involving Council vehicle</td><td>Sean Arnold</td><td>Claim</td><td>04/12/2018</td><td>514</td></td<>	CL - 3	Collision involving Council vehicle	Sean Arnold	Claim	04/12/2018	514
APP - 5         FOI Request - Justin Rodriguez         Tamsen Jose         FOI         29/01/2019         458           APP - 6         FOI Request - Many Bates         Any Stevens         FOI         29/01/2019         458           APP - 1         FOI request - Lucy Hall         Lynda Cull         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         0ffice inspection         01/11/2019         182           SI - 2         Office inspection in Newcastle Office         Sean Arnold         Office inspection         01/11/2019         182           SI - 2         Soil Conservation         Thuritys Tobin         Site Inspection         01/11/2019         182           OFF - 3         Warialda LLS office         Amy Stevens         Office inspection         01/11/2019         182           SI - 3         Site Inspection at Griffirith S	APP-3	FOI Request - Alice Well	Allison Davies	FOI	14/01/2019	473
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           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         Renee 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         Thurityya Tobin         Site Inspection         01/11/2019         182           OFF - 3         Warialda LLS office         Army Stevens         Office inspection         01/11/2019         182           SI - 3         Site Inspection at Griffith Street<	APP - 4	FOI Request - Adam Brookes	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         Thuritys Tobin         Site Inspection         01/11/2019         182           OFF - 3         Warlalda LLS office         Amy Stevens         Office Inspection         01/11/2019         182           OFF - 4         Sloping Floor and worn carpet hazards         Allison Davies         Site Inspection         01/11/2019         182           Si - 3         Site Inspection at Griffith Street         Allison Davies         Site Inspection         01/11/2019         182           Si	APP - 5	FOI Request - Justin Rodriguez	Tamsen Jose	FOI	29/01/2019	458
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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 wom 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 Received from customer Samara Rhodes Complaints 12/12/2019 141 COM - 2 Workplace sexual harassment Sean Arnold Complaints 19/02/2020 72	OFF - 1	Building inspection at LLS office	Paul Hilton	Office Inspection	30/10/2019	184
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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 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	SI - 2	Soil Conservation	Thuriyya Tobin	Site Inspection	01/11/2019	182
SI-3 Site Inspection at Griffith Street  SI-4 Boyd Place Inspection  Sean Arnold  Site Inspection  O1/11/2019  182  OFF - 5 Lab Inspection  OFF - 5 Lab Inspection  COM - 4 Misappropriate behavior towards a female  COM - 6 Office prank, left an employee injured  COM - 7 Sexual Harassment Compliant  COM - 3 Unprofessional conduct compliant received from customer  COM - 2 Workplace sexual harassment  Allison Davies  Site Inspection  O1/11/2019  182  COM - 182  Cory Klein  Complaints  Complaints  O9/12/2019  144  COM - 2 Workplace sexual harassment  Sean Arnold  Complaints  10/12/2019  141  COM - 2 Complaints  Sean Arnold  Complaints  19/02/2020  72	OFF - 3	Warialda LLS office	Amy Stevens	Office 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	OFF - 4	Sloping Floor and worn carpet hazards	Allison Davies	Office 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	SI - 3	Site Inspection at Griffith Street	Allison Davies	Site Inspection	01/11/2019	182
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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 - 6	Office prank, left an employee injured	Catherine Allan	Complaints	09/12/2019	144
COM - 2 Workplace sexual harassment Sean Arnold Complaints 19/02/2020 72	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 - 1 HR Officer Verbal Abuse Amy Stevens Complaints 19/03/2020 43	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						wner: 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

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Identify who gained access to the document	Joe Smith - Director	09/08/2018	23/08/2018	90%	In Progress	-617	
Incident: Influenza Immunisation					Incident Ow	ner: 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 Own	ner: 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 Own	ner: 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 O	wner: 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 S	treet.				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 Own	ner: 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 Ow	ner: Amy Stevens	
Action	Owner	Start	Due	% Complete	Status	Due in Days	
	Owner	Otal t	Duc	Joinpiete	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 O	wner: Sean Arnold
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 O	wner: Wayne Horn
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 Sm					
Action	Owner	Start	Due	% Complete	Status
Conduct site inspections of at-risk facilities	Allison Davies - Officer	01/01/2019	05/02/2019	100%	Completed