

PUBLIC LIABILITY INCIDENT REPORT FORM

*For incidents involving Council Property, Activities
Or Infrastructure*

To be completed by member of the public or their representative					
Details of person Involved in the incident					
Name					
Address					
Suburb / Town		State		Post Code	
Phone: Home		Mobile		Work	
Details of person reporting the incident if different from above					
Name					
Address					
Suburb / Town		State		Post Code	
Phone: Home		Mobile		Work	
Incident Details					
Date of Incident		Time of Incident		am / pm	
Date the incident was first reported to Council					
Method of reporting <i>ie: phone, counter, email, etc</i>					
Location of Incident					
Street		Suburb			
Other					
Identify exact location of the incident (<i>please include house numbers, side of street, parks beaches, halls as this will assist will Council's investigations</i>)					
Please provide a diagram of incident location including distances, direction, etc					
Weather conditions at time of incident (Day/night, wet/dry, raining/sunny, storm, windy, other)					

Description of the incident

In your own words, describe how the incident occurred

Details of injuries (provide photos if available)☐ None☐ Minor☐ Moderate (medical attention)☐ Severe (transported by ambulance)

Description of injuries

Details of damage to property (provide photos if available)

Description of damage to property

Details of damage to vehicles (provide photos if available)

Description of vehicle (make, model, registration number)

Describe damage

Council employees who were involved in, or witnessed the incident

Name

Position

Name

Position

Details of any public witness

Name

Address

Suburb / Town

State

Post Code

Phone: Home

Mobile

Work	
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Police details

Station

Officers Name

Event Number

Signature

Date _____

Please Note: This information is voluntarily required under s12 of the LGA 1993 & PPIPA 1998 and will be kept by Council and will be disposed of in accordance with the Local Government Disposal Authority. You are entitled to review your personal information at any time by contacting this Council. The information and personal details provided in this report will only be used for the purpose for which it has been obtained. The information will assist Council in establishing a record of incidents in addition to monitoring and maintaining its public facilities and assets as required.