

Incident Notification Form

SECTION A – DETAILS OF INCIDENT (Please add information and circle appropriate answer)

Reported by: [REDACTED] Date: 26/5/17 Incident Date: 25/5/17 Incident Time: 4:10pm

Witness 1: [REDACTED] t: [REDACTED] Address: [REDACTED]

Witness 2: [REDACTED] t: [REDACTED] Address: [REDACTED]

Did an Injury Occur? YES ☐ NO ☒ If YES complete SECTION A & SECTION B/ If NO complete SECTION A only

TYPE OF INCIDENT (Please tick only 1 Incident type)

Safety Incidents	Safety Incidents (Continued)	Other Incidents
Injury to 'Worker' (e.g. Staff) <input type="checkbox"/>	Psychological <input checked="" type="checkbox"/>	Plant Damage or Loss <input type="checkbox"/>
Manual Handling <input type="checkbox"/>	Rude Security / Act of Aggression <input checked="" type="checkbox"/>	Asset Damage or Loss <input type="checkbox"/>
Confined Space <input type="checkbox"/>	Environmental Incidents	Damage, Injury or Loss to Third Party <input type="checkbox"/>
Slip, Trip or Fall <input type="checkbox"/>	Non Conformance (Water Quality) <input type="checkbox"/>	Non Conformance (Other) <input type="checkbox"/>
Hit by or Against Object <input type="checkbox"/>	Flora, Fauna or Heritage Impact <input type="checkbox"/>	Near Miss (Safety, Environment or Business) <input type="checkbox"/>
Hazardous Subs. / Dangerous Goods <input type="checkbox"/>	Impact to Water Quality or Supply <input type="checkbox"/>	Other – Not Specified <input type="checkbox"/>
Noise or Electrical <input type="checkbox"/>	Pollution / Contamination event <input type="checkbox"/>	

What happened? (Provide details of the incident)

Please refer to attached statement signed by [REDACTED]

Where did it happen? (Provide Incident location)

Duty Officer Desk in Customer Service

How or why did it happen? (Provide details of why the incident happened – If unknown leave blank)

Refer to attached statement

Did Property/ Plant damage occur? YES ☐ NO ☒ Plant No. / Rego: [REDACTED]

Weather at time of incident?

Fine

Immediate actions taken:

Took myself away from the situation station, & took myself back to my own work

Was incident notified to regulator? YES ☐ NO ☒ Did Police attend? YES ☐ NO ☒ Event No. [REDACTED]

SECTION B – DETAILS OF INJURY (Please add information and circle appropriate answers)

Injured person name:	[REDACTED]	Gender:	MALE <input type="checkbox"/>	FEMALE <input checked="" type="checkbox"/>
Injured person address:	[REDACTED]	Phone: No:	[REDACTED]	
Injured person is:	Employee <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Public <input type="checkbox"/>	Contractor <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Visitor <input type="checkbox"/>
Expected Outcome:	No work capacity <input type="checkbox"/> Return to normal duties <input checked="" type="checkbox"/>	Alternative duties <input type="checkbox"/>	Fatality <input type="checkbox"/>	Unknown <input type="checkbox"/>
Treatment Provided:	Ambulance <input type="checkbox"/> Medical Treatment <input type="checkbox"/>	Hospital <input type="checkbox"/>	First Aid <input type="checkbox"/>	Nil <input checked="" type="checkbox"/>

TYPE OF INJURY (Please tick only 1 Injury type)

Head Injury <input type="checkbox"/>	Sprains / dislocation of joints or muscles <input type="checkbox"/>	Break to bone/s <input type="checkbox"/>
Burns or Scalds <input type="checkbox"/>	Open wound and/or amputations <input type="checkbox"/>	Injury to nerves and/or spinal cord <input type="checkbox"/>
Electrocution & Electric shocks <input type="checkbox"/>	Poisoning and toxic effects of substances <input type="checkbox"/>	Soft tissue injury <input type="checkbox"/>
Hearing trauma <input type="checkbox"/>	Eye, ear or throat injury <input type="checkbox"/>	Crush or bruising injury <input type="checkbox"/>
Effects of weather (exposure) <input type="checkbox"/>	Psychological (Stress related injury) <input checked="" type="checkbox"/>	Needle stick or puncture <input type="checkbox"/>
Bites and stings <input type="checkbox"/>	Other – Not specified <input type="checkbox"/>	

Injured body part: (be specific e.g. head, eye, left arm, right leg)

Date injured worker ceased work:

Time injured worker ceased work:

INCIDENTS MUST BE NOTIFIED WITHIN 24 HOURS OR ON NEXT WORKING DAY.

Forward completed Incident Notification Form to the Workplace Systems Team at the Civic Centre or by email to incident.notification@wsc.nsw.gov.au.

For further assistance contact the Workplace Systems Team on 4868 0832. If injury has occurred, you must also contact Melissa Madden on 4868 0831.

Karen Fair

From: [REDACTED]
Sent: Friday, 26 May 2017 12:46 PM
To: [REDACTED]
Subject: Statement for Incident Report
Attachments: WSCPRINT_Canon - Customer Service - Colour_0096_001.pdf

Hi [REDACTED]

Please find attached my statement as per our discussion this morning.

I've added a few more components than the photocopy version you have.

I've spoken with [REDACTED] and I'm going home for the rest of the day.

Thank you for your time this morning and have a good weekend,

Kind regards,

[REDACTED]
[REDACTED]
Wingecarribee Shire Council
[REDACTED]

t. [REDACTED]
Civic Centre, 68 Elizabeth St. Moss Vale, NSW 2577 | PO Box 141 Moss Vale NSW 2577

www.wsc.nsw.gov.au



Statement of Incident

This statement is a rendition of the events that occurred during a phone call I had whilst on [REDACTED] on 25 May 2017.

1.50pm I received a phone message to return a call to [REDACTED] who is wanting to speak about a subdivision certificate I'd refused earlier this week.

4.00pm I return [REDACTED] call. He wasn't happy that Council had refused his subdivision certificate. I explained that he'd had since 14 June 2016 to provide nine outstanding and that Council had sent reminder letters in August, November and February seeking the requested information. Due procedure had therefore been followed and more than sufficient time had been given to them to provide the information.

He said that the surveyor he'd appointed in March fell sick and so they had to look for someone else recently. This surveyor would be another 3-4 weeks from now. Knowing that Endeavour Energy need to look at the linen plans before they issue a Notification of Arrangement (NoA), the final two items (linens and NoA) would be at least two more months before they are provided. I felt strung along and lied to at this point. [REDACTED] the lady who I'd been speaking with throughout the application had advised that the documents were imminent. He then got angry and accused me of refusing the application without giving him enough time to respond.

He then asked what he had to do from here. I said he needs to submit the linens and NoA as we had everything else, and lodge a new Subdivision Certificate. He felt it unfair that he would need to pay a new fee. He then said that he 'd asked [REDACTED] for a surveyor contact and when chatting with him that he'd recommended to him to put a complaint in writing to the mayor if anything went wrong because this behaviour (to him the determination of the subdivision certificate must have appeared left of field) is typical of council and me and that the mayor would get it sorted. That as crushing and hurtful to hear. When [REDACTED] said that he was going to write to the Mayor because [REDACTED] had advised him to do so, I felt like there was this web of defamation occurring in the community about me, reputationally damaging chatter that was beyond the necessity for the nature of my job. I felt overwhelmed and controlled by the Mayor and fear came over me. That every time I was to say something that may not sit well with a customer they would go to the Mayor and cumulatively, he would think I'm the problem. I started welling up on the phone. I said I would speak to my Group Manager to see what we could do regarding lodging new subdivision certificate (thinking that maybe we could soften this by waiving the fee or reducing it or something). He liked that so I ended the conversation, hung up the phone, said 'Fxxx this, I quit' and left the duty officer area.

I went back to my desk area in the Planning room and hyperventilated and cried. [REDACTED] consoled me and talked me through the matter. He suggested going to HR. He then offered to go and get someone so I didn't have to walk through the office in my condition.

[REDACTED] came over and I explained the above situation. I told her about how busy we were, how our workload is too much for the level of service and quality that is expected of the community and the Councillors. She said that it is Council's responsibility to provide a safe workplace. I told her about my first meeting with the Mayor. She was surprised to hear that I'd had a meeting with the Mayor and said that the behaviour he'd showed me wasn't uncommon.

I raised my concern with reputation and professional integrity and that slowness, errors and political fall outs were damaging and having significant impact on my health. I told her I was 14 weeks pregnant.

[REDACTED] 26 May 2017

Statement of Incident

We discussed going home and having a meeting with [REDACTED] in the morning. I asked that if [REDACTED] was still in it would be good to get him to speak with me and see me in the state I was in.

[REDACTED] then came down after [REDACTED] went and got him and I retold him the above. He advised that this was not good behaviour and that it needed to stop. He agreed with [REDACTED] that we need to provide a safe workplace for me and staff and that currently it isn't. I told [REDACTED] that the Mayor is instilling fear and undermining staff, belittling women, trying to be a big shot and it comes across as an attack on our professional ability.

[REDACTED] suggested taking this matter to DEPA, he would on behalf of staff. He said the behaviour needed to stop. He recommended I go home, rest up, tell myself in the mirror that I like myself.

[REDACTED] walked in and I said that I couldn't retell the story again. He asked if I needed a lift home. I said no but thanked him for the offer and that we could chat later. [REDACTED] left.

[REDACTED] and [REDACTED] suggested going to see a doctor and that [REDACTED] and I would chat tomorrow after his meeting with the GM @ 8.30am. I left work at 4.55pm.

I took the following notes after my first meeting with Ken Halstead on Monday 22 May 2017. Nick Wilton was present:

- He was shocked to see me, saying to Nick, "Who is this?" and pointing to me like I wasn't supposed to be in the meeting. No welcoming, first time meeting, manner was seen from him.
 - He outright said he doesn't trust staff
 - Accused me of being discriminative towards certain applicants/developers and he specifically mentioned [REDACTED]
 - He asked whether I was a qualified town planner
 - He repeatedly said I was on all the complaints he saw, which he took as me either being discriminative towards certain developers, good at my job or wrong. He said he'd put me in the category of discriminative and wrong before would think of me as good at my job.
 - Overall I understand where he's coming from, we both want a working ship, but he can't expect both a fast output and no errors if we aren't adequately resourced. This demonstrates my concern re councillor & community expectation -v- what we are capable of on the ground.
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I've attached emails I've received from [REDACTED] in the past few months which demonstrates his dissatisfaction with me and his aggression/anger towards me.

I would like to note that I would not like to be disassociated from dealing with [REDACTED] as a consequence of this. We are both adults and can hopefully work out our differences.

[REDACTED]

[REDACTED]

[REDACTED] 26 May 2017