

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale Vic 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
Residents' Information Line: 1300 555 886  
ABN: 81 957 967 765

## Incident Report Form (For members of the public)

Person making report:

Name:						
Postal address:						
			Postcode			
Phone number: Home:		Work:		Mobile:		
Email address:			Fax:			

Person/s involved in incident: (if different to above)

Name/s:						
Postal address:						
			Postcode			
Phone number: Home:		Work:		Mobile:		
Email address:			Fax:			

Details of incident:

Date of report: ____/____/____	Date of incident: ____/____/____	Time of incident: _____
Where did the incident happen? _____ _____ _____ _____		
Please describe the weather conditions at the time of the incident? <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Raining <input type="checkbox"/> Slippery <input type="checkbox"/> Other: _____		

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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Please describe the incident: (if you need more space please attach another sheet) \_\_\_\_\_

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Did anybody else see the incident?  Yes  No

If yes, please list names and address if known.

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Please describe any injuries or property damage: \_\_\_\_\_

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Did any person involved need medical attention?  Yes  No

If yes, which medical centre or hospital were they taken to? \_\_\_\_\_

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Is this the first notice of the incident to Council?  Yes  No

If no, how was this first brought to the attention of Council and by whom? (eg. phone, letter, in person) \_\_\_\_\_

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Do you give permission for Council to forward any claim to a third party if needed?  Yes  No

Signature:

Name:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Office Use Only:

Date report received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Report received by: \_\_\_\_\_

## Submitting your application

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
<b>In Person</b>	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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