COMPETITION AND CONSUMER ACT (the "Act") - INCIDENT REPORT – LA TROBE UNIVERSITY

SECTION 1 - INCIDENT

Before completing this report please contact Legal Services for assistance and advice

DETAILS OF PERSON COMPLETING REPORT

Name:	
Contact:	Phone: Mobile: Email:
Division/Portfolio:	
School/Unit/Institute:	
Campus:	
Immediate Supervisor's Name:	
Immediate Supervisor's Contact Phone:	
Date incident was reported to Supervisor:	

Has there been a possible breach of the Act (YES / NO)

By reference to the Legal Services website http://www.latrobe.edu.au/legalservices, what section(s) of the Act may have been breached as a result of this incident?

INCIDENT DETAILS

Date of Incident: / /	Time of Incident: am/pm
Describe what happened, who was involved, and include the events that led to the occurrence of this incident:	

DETAILS OF AFFECTED PARTIES

Name:	
Contact:	Phone: Mobile: Email:
Address:	
Name:	
Contact phone:	
Address:	
Name:	
Contact Phone:	
Address:	

OTHER INFORMATION

Name(s) of any witnesses:	
Contact details of witnesses:	
Have you been contacted by the ACCC in relation to this incident?	YES / NO
If YES, please provide Contact details:	Name: Address: Phone: Mobile: Email:
If NO, do you believe it will be reported to the ACCC by the affected parties?	YES / NO
Have you obtained legal advice in relation to this matter from Legal Services?	YES / NO

SECTION 2 – INVESTIGATION AND PROPOSAL FOR RECTIFICATION

Before completing the remainder of this report, please ensure that you have sent a copy of "Section 1 – Incident" to the University's Compliance Officer or the General Counsel, Legal and Governance

INVESTIGATION:

To be completed in consultation with you Supervisor/Line manager and Legal Services

Please describe the events and contributing factors that led to the incident occurring:

Did any of the following factors contribute to the incident?

- ☐ No written procedure(s)
- ☐ Incorrect procedure(s) used
- ☐ Outdated procedure(s)
- ☐ No training provided
- ☐ Inadequate training provided
- ☐ Needs ongoing training
- ☐ Lack of supervision
- ☐ Possible lack of attention
- ☐ Excessive workload

RECTIFICATION:

The following actions were taken to reduce/eliminate the risk of a similar incident happening again: