

# Incident Register for Wolston Park Golf Club, Licence Number 80818

## 1. Application

This incident register records incidents that occur at the Wolston Park Golf Club. It may be used to record incidents relating to:

- Patron management (such as entry refusals, behavioural issues etc.);
- Criminal incidents (such as theft, assaults etc.); and/or
- Accidents involving staff and patrons.

This incident register does not replace the obligation to maintain other registers required by law or the reporting of such incidents to a regulator.

This incident register will be completed by management of the Wolston Park Golf Club.

This incident register will be retained for a period of seven years.

INCIDENT REGISTER						
Date	Type of incident	Details of incident	Evidence	Action/Outcome	Notification	Review
[Date the incident occurred]	[The type of incident that occurred (e.g. patron management incident)]	[Details of what occurred, including what happened, when did it happen, where did it happen and who was involved]	[What recordable evidence is available of the incident (e.g. witness statement, CCTV footage)]	[What action was taken in response to the incident (e.g. management were notified and patron asked to leave)]	[What notification was provided following the incident (e.g. notification to the Office of Liquor and Gaming Regulation)]	[What review (if any) needs to be undertaken by management following the incident]

**INCIDENT REGISTER**

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