

SES Volunteers Association of Western Australia Incorporated
Regional Advocates
Issues Report – Record of Discussions



(One form is to be completed for each issue)

To:

SES VA Secretary – sesva.secretary@ses-wa.asn.au

From:

Subject:

Date & Time Contacted:

Unit:

**Contact Name and
Position:**

**1. Detailed description of
the issue**

**2. Who has this issue
been discussed with to
date?**

**3. What replies have been
received from the
discussions?**

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4. Attach copies of ALL correspondence

5. General Comments

Please ensure any issue raised has first been discussed with DSFES staff as per the chain of command.

- All relevant correspondence is required.
- Verbal comments and discussions without written documentation of the discussion are not acceptable.
- File notes of any verbal conversations should be attached.