



SES Volunteers Association of WA (Inc)

One Association - Many Values

SES Volunteers Association 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: (Your Name and Region)

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.	



PO Box 3218 (91 Leake St)
Belmont WA 6104
sesva.office@ses-wa.asn.au
www.ses-wa.asn.au



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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.



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