

SIGNIFICANT ISSUES – INITIAL REPORT

Agency/Department Contact Officer:	Date reported to OLSC:																				
Agency/Department:																					
Other Agency affected/consulted (if applicable):																					
Contact Officer:																					
Matter name (if applicable):																					
Other party to the claim/litigation:																					
Contact details:																					
Court and court reference (if applicable):																					
Next event / court date:																					
Legal services providers (including counsel):																					
Contact details:																					
Summary of Issue(s) (including significance of matter):																					
Background Information:																					
Other Comments (including any sensitivity of matter):																					
Correspondence (for OLSC use only):																					
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%; padding: 5px;">From:</th> <th style="width:20%; padding: 5px;">To:</th> <th style="width:20%; padding: 5px;">Dated:</th> <th style="width:20%; padding: 5px;">Reference:</th> <th style="width:20%; padding: 5px;">Comments:</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		From:	To:	Dated:	Reference:	Comments:															
From:	To:	Dated:	Reference:	Comments:																	
Other Documents (for OLSC use only):																					
Outcome of matter (date / details - for OLSC use only):																					