

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

WITNESS REPORT

Witness Report is utilised in conjunction with Form OF28.1 – Incident Report and will provide the PLSA with information to assist in the resolution of an incident.

Witness Name: (one Witness Form for each witness)	Christian Name:	
	Surname:	
	Contact Telephone Number:	

Name the visitor(s), senior(s) or Endorsed Volunteer(s) involved in the Incident:	Person 1 Christian Name:	
	Person 1 Surname:	
	Person 2 Christian Name:	
	Person 2 Surname:	
Date Incident occurred:		
Time Incident occurred:		
Where did the Incident occur?		

Witness Statement

Describe the incident that you witnessed: (Please outline how the incident occurred and what you saw, including what action PLSA Committee personnel undertook)	

Form:	OF28.2	Witness Report		Version 1.8
Updated: 01 January 2025	Updated By: Public Officer	Review Date: 31 January 2026	Approved: PRSC Mgt. Team	Page 1 of 2
PLSA\Administration Update 2025\Operation Forms 2025		Palmerston and Litchfield Seniors Association Inc. (PLSA) Please Turn Over		

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

<p>In your opinion, were the actions taken at the time, by the Committee Members fair and reasonable?</p>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	If no; could you please explain your position further?			
	Witness Signature:	<i>Signature:</i>		<i>Date:</i>

PLSA ADMINISTRATION

Date Received by President:	_____ /2025
Date addressed by Committee Meeting:	_____ /2025
Incident Report Number:	