Dispute Resolution Report Form

This form is to be used by the Dispute Resolution Officer (DRO) in accordance with the Dispute Resolution Policy to record each dispute and its resolution.

(Note – this form is subject to the Personal Information Policy so please so record only facts and other information that is relevant to the dispute resolution process.)

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| DRO Name |  |
| Date dispute lodged |  |
| Name of person/s lodging the dispute |  |
| Name of other participants in the dispute |  |
| Summary of the dispute |  |
| Relevant documents (if any) |  |
| Other relevant information |  |
| Action (date/summary of action/new relevant documents) |  |
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