

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.)

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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