



# Member Protection Policy Record of Mediation

Form: MPP03

This form is to be used by a Member Protection Information Officer (MPIO) on completion of any mediation of an alleged complaint.

## 1. MPIO DETAILS

Full Name:

## 2. COMPLAINANT DETAILS

KA Member / Licence Number (if applicable):

Name:

Address:

Suburb:

State:

Postcode:

Phone:

Mobile:

## 3. RESPONDENT DETAILS

KA Member / Licence Number (if applicable):

Name:

Address:

Suburb:

State:

Postcode:

Phone:

Mobile:

## 4. MEDIATION DETAILS

Location and date of mediation:  /  /

Name of mediator:

Who was present at the mediation:

Summary of mediation:

(minutes attached)


Outcome of mediation:	

Follow-up action: (if required)	

Complainant's Signature:	
Respondent's Signature:	
Mediator's Signature	
MPIO Signature:	

NOTE: Two copies of this document are to be made, one copy each for the complainant and respondent. This record (and any attachments) are to be sent to KA's Chief Executive Officer. Any notes must be kept in a confidential place and provided to the relevant authorities (Police and Government) should they require them.