

VSBC metropolitan mediation panel: application form

The Victorian Small Business Commission (VSBC) is an independent government agency that advocates on issues affecting small business, educates people in small business about their rights and responsibilities, and helps them to avoid or resolve disputes. Everything we do is to empower small businesses with the right tools to avoid or resolve disputes quickly so they can focus on building their businesses.

We have statutory dispute resolution functions under the **Small Business Commission Act 2017**, **Retail Leases Act 2003**, **Owner Drivers and Forestry Contractors Act 2005** (including a new arbitration function from 2020), **Farm Debt Mediation Act 2011** and **Commercial Passenger Vehicle Industry Act 2017**. We also have a role to provide alternative dispute resolution in relation to mineral exploration land access disputes under the *Model Commercial Consent Agreement for Access to Private Land in Victoria*.

Our mediation panel is made up of a diverse group of experienced, commercial dispute mediation professionals who work with us to give Victorian small businesses a low cost and highly effective alternative dispute resolution service. Mediators who are part of the panel are offered a minimum of three mediations per year, subject to availability. If you would like to be considered for appointment to the panel, you will need to complete and submit this application form with your current resume.

Selection process

The selection process is competitive. We consider each applicant's declared skills and experience against the needs of our dispute resolution functions. All applications received electronically will be acknowledged by email and treated in confidence. We will notify all applicants of the result of their application by email. As we receive applications from vastly more applicants than we need to appoint, we are unable to enter into discussion with applicants who are unsuccessful in their application.

Questions

Have you previously been a mediator on a VSBC mediation panel?

Yes No

Personal details

First name:

Last name:

Gender:

Woman Man Self-described (please specify):

Company / practice name (if applicable):

ABN (if applicable):

Telephone number:.....

Email address: Website (if applicable):

Postal address:

Professional experience

Please describe your relevant professional experience:

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In which areas do you have expertise?

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| <input type="checkbox"/> Commercial | <input type="checkbox"/> Contractual rights | <input type="checkbox"/> Intellectual property |
| <input type="checkbox"/> Landlord/tenant | <input type="checkbox"/> Debt collection | <input type="checkbox"/> Government regulations |
| <input type="checkbox"/> Property | <input type="checkbox"/> Consumer protection | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Insurance | <input type="checkbox"/> Family |
| <input type="checkbox"/> Franchising | | |

Based on your professional experience, under which Acts are you able to conduct mediations?

- Small Business Commission Act 2017*
- Retail Leases Act 2003*
- Owner Drivers and Forestry Contractors Act 2005*
- Farm Debt Mediation Act 2011*
- Commercial Passenger Vehicle Industry Act 2017*

Are you a legal practitioner?

- Yes No

In which areas have you have achieved specialist accreditation or credentials?

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Please provide details of your academic qualifications:

University/institution	Course	Year

Mediation qualifications

You must be accredited under the National Mediation Accreditation System (NMAS) by a Recognised Mediation Accreditation Body (RMAB) to be appointed to this panel. You will not be required to provide a copy of your mediator accreditation certificate, but your qualification will be checked against the list of nationally accredited mediators maintained by the Mediator Standards Board at: <https://www.msb.org.au/mediators>. Please check that your details are listed on this website, otherwise your application may be rejected.

With which RMAB are you currently accredited as a mediator?

In what year were you first accredited as a mediator?

How many mediations have you conducted as mediator?

List the main courses in dispute resolution in which you have gained accreditation:

Training course	Training organisation	Year

Mediation style

Which mediation styles are you comfortable practising?

- Facilitative
- Evaluative
- Transformative

Do you want to be included on a list of arbitrators for arbitrations under the *Owner Drivers and Forestry Contractors Act 2005*?

- Yes No

Describe your personal approach to mediation practice (i.e. key steps that you carry out and think are important to assist parties to achieve resolution):

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Describe the personal skills you have that you consider to be essential for conducting mediation effectively:

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In addition to mediation, in which other forms of alternative dispute resolution do you have direct experience?

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Facilitation | <input type="checkbox"/> Conciliation |
| <input type="checkbox"/> Expert determination | <input type="checkbox"/> Arbitration |
| <input type="checkbox"/> Neutral evaluation | <input type="checkbox"/> Conferencing |

Are you fluent in any languages other than English? If so, please specify:

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Acceptance of conditions of appointment

I accept and agree that if selected as a member of the VSBC mediation panel:

- I will keep my national mediation accreditation current and advise the VSBC if I lose the right at any time to be so accredited
- I agree to comply with the VSBC’s administrative requirements (e.g. providing adequate reports, documentation within required timeframes)
- I have read, understood and agree to comply with the VSBC’s policy for appointment of mediators
- I am able to undertake VSBC mediations if offered
- I acknowledge that the information disclosed in this application will be relied on to determine my eligibility for membership to the mediation panel and confirm that it is true and accurate at the time of submission.

Signature: Date

Please submit your application and your current resume by email to rebecca.mckelvie@vsbc.vic.gov.au.