

VSBC Mediation Panel

Application Form

The **Victorian Small Business Commission (VSBC)** has statutory dispute resolution functions under the *Small Business Commission Act 2017*, the *Retail Leases Act 2003*, the *Owner Drivers and Forestry Contractors Act 2005*, the *Farm Debt Mediation Act 2011* and the *Transport (Compliance and Miscellaneous) Act 1983*.

On 1 July 2017, the former Office of the Victorian Small Business Commissioner became the Victorian Small Business Commission with a broader range of functions. As part of these changes, we are creating a formal VSBC Mediation Panel to establish a diverse group of experienced, commercial dispute mediation professionals to continue offering Victorian small businesses a low cost and highly effective alternative dispute resolution service.

This is the application to be completed by persons wishing to be appointed to the VSBC Mediation Panel. An up to date resume must accompany your application.

You are required to provide the information requested so that we can assess your ability to provide high quality mediation assistance to businesses in commercial disputes.

Inclusion on the Panel entitles a mediator to a minimum of three mediations per year being offered by the VSBC.

SELECTION PROCESS

The selection process will involve consideration of each applicant's declared skills and experience against the needs of the VSBC's dispute resolution function.

All applications received electronically will be acknowledged by email and treated in confidence. All applicants will be notified of the result of their application by email.

Application is a competitive process. No correspondence or discussion will be entered into with persons who are not successful in their application to be appointed as a member of the VSBC Mediation Panel. You can assume that we have received applications from vastly more applicants than we needed to appoint.

Have you previously been a mediator on the VSBC External Mediator List?

Yes No

PERSONAL DETAILS

First Name:

Last Name:

Female Male

Company / practice name (if applicable):

ABN (if applicable):

Telephone:

Email:

Address:

Website (if applicable):

PROFESSIONAL EXPERIENCE

Describe your relevant professional experience:

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Please specify your areas of expertise?

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

Based on your professional experience, you are able to conduct mediations under (please select all relevant):

- Small Business Commission Act 2017*
- Retail Leases Act 2003*
- Owner Drivers and Forestry Contractors Act 2005*
- Farm Debt Mediation Act 2011*
- Transport (Compliance and Miscellaneous) Act 1983.*

Are you a legal practitioner?

- Yes No

What are your areas (if any) in which you have achieved specialist accreditation or credentials?

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Provide details of your academic qualifications

| University/Institution | Course | Year |
|------------------------|--------|------|
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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> (check that your details are listed on the MSB 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 Accreditation courses in dispute resolution you have completed:

| Training Course | Training organisation | Year |
|-----------------|-----------------------|------|
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MEDIATION STYLE

What mediation styles are you comfortable practising?

- Facilitative
- Evaluative
- Transformative

Describe your personal approach to mediation practice (key steps that you do and think are important to assist parties to achieve resolution).

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Describe your personal skills that you believe are essential for an effective conduct of mediation:

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In addition to mediation, what other forms of Alternative Dispute Resolution do you have experience in using?

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

Language skills - Are you fluent in any languages other than English (specify below).

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Travel – Please specify your availability to conduct mediations in certain regions:

- | | |
|---|---|
| <input type="checkbox"/> Melbourne CBD | <input type="checkbox"/> Grampians region |
| <input type="checkbox"/> Other Metropolitan Melbourne | <input type="checkbox"/> Hume region |
| <input type="checkbox"/> Barwon South West Region | <input type="checkbox"/> Loddon Mallee Region |
| <input type="checkbox"/> Gippsland Region | <input type="checkbox"/> Interstate |

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 VSBC administrative requirements;
- I have read and understood the VSBC 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 of the Mediation Panel and confirm that it is true and accurate at the time of submission.

Signature

Date

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