## Appendix J Record of Mediation

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| Present at Mediation: |  |
| Date of mediation: |  |
| Venue of mediation: |  |
| Mediator: |  |
| Summary of mediation:(minutes attached) |  |
| Outcome of mediation: |  |
| Follow-up to occur: (if required) |  |
| Mediation record completed by: |  |
| Signed by: | Complainant: (signature) |
| Respondent: (signature) |

**This record and any notes must be kept in a confidential and safe place.** A copy should be retained by Netball NSW and/or Affiliate (whatever level the complaint was made).