

## Member Induction Program

29 April – 21 June 2019 (8 weeks)

### Program Overview

The Council of Australasian Tribunals is offering its on-line interactive training program designed for recently appointed Tribunal members. Led by Sandy Horneman-Wren, Judge of the District Court of Queensland and Deputy President QCAT 2012 to 2015, Justice Duncan Kerr, Judge of the Federal Court of Australia and President of the Administrative Appeals Tribunal 2012 to 2017 and Anne Britton, Principal Member of the NSW Civil and Administrative Tribunal and Chair of the Council of Australasian Tribunals. The program will offer practical guidance on carrying out the challenging role of Tribunal member.

*It is advised that participants have at least 6 months experience in the role of Tribunal member prior to commencing the program.*

### Content includes

- conducting a hearing, including dealing with self-represented applicants
- fact finding and assessing evidence
- decision writing and decision making
- the rules of procedural fairness.

### Program benefits

Participants will be able to:

- participate in online discussions in a collegiate and supportive environment
- obtain practical guidance from experienced Tribunal members
- access online resources, including videos featuring experienced Tribunal members discussing a range of topics, from decision writing to conducting hearings
- access the program when and wherever suits
- access the program via smartphone, tablet, laptop, or desktop computers – both Mac & PC friendly.



### Participant commitment

Participants will need to devote about two hours per week to the program: reading resources, responding to module activities and engaging with other participants and the experts by contributing your thoughts and ideas to the online forums. The success of this program and the benefits gained are very much dependent on each participant contributing and engaging with others.

A certificate of completion will be awarded to participants who complete each module and engage throughout the course. Please note if you are not able to commit sufficient time to participate and actively contribute then this is not the program for you.

To ensure maximum participation, course numbers are restricted to 20.

### Program orientation

Participants will have access to an orientation video that provides guidance on how to use the platform. There will also be an opportunity for small group phone meetings during the program. The technology is simple to navigate and support is available throughout the program.

**Cost: \$ 500** to be paid prior to the commencement of the program. **COAT is now registered for GST and the amounts stated include 10% GST. We have not altered the cost for this program but costs may increase in future.**

**To register your place:** contact Kathryn McKenzie, COAT Secretariat, [secretariat@coat.asn.au](mailto:secretariat@coat.asn.au) , 0418 281 116  
<http://www.coat.asn.au/>

**To find out more about the program:** contact COAT's educational consultant Jenny Green [jenny.green@ozemail.com.au](mailto:jenny.green@ozemail.com.au)