

### Program Overview

The Council of Australasian Tribunals provides its on-line interactive training program designed for recently appointed Tribunal members. The program offers practical guidance on carrying out the challenging role of a Tribunal member.

The course will be led by highly regarded former members of tribunals.

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

### Content includes

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

### 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 at least **five to six hours per week** to the program: reading resources, responding to module activities and engaging with other participants and the experts by contributing thoughts and ideas to the online forums. The success of this program and the benefits gained are very much dependent on each participant contributing throughout the program.

**Please note it is expected that each participant will contribute to the online activities each week.** Where a participant has been nominated, and their program fee paid by their Tribunal, at the conclusion of the program COAT will usually confirm active participation directly to that Tribunal.

Program numbers are restricted to 20 to ensure participants gain maximum benefit.

### Program orientation

Participants will have access to an orientation video that provides guidance on how to use the platform. The technology is simple to navigate and support is available throughout the program. There will be at least one Zoom meeting during the program to support participants and increase opportunities to liaise with experts.

**Cost: \$ 595** plus 10% GST to be paid prior to the commencement of the program.

**To register:** contact Kathryn McKenzie, COAT Secretariat, [secretariat@coat.asn.au](mailto:secretariat@coat.asn.au) 0418 281 116

**Enquiries** re program content, contact Athena Ingall, COAT Education Consultant [education@coat.asn.au](mailto:education@coat.asn.au)