



The Council of Australasian Tribunals is offering an online interactive training program designed for recently appointed tribunal members. Led by Justice Alan Wilson, former judge of the Supreme Court of Queensland and inaugural president of QCAT, and A/Judge Jennifer Boland, former judge of the Family Court of Australia and now Deputy President, NCAT, the program will offer practical guidance on carrying out the challenging role of tribunal member.

The program will cover:

- Preparing for a hearing
- Conducting a hearing, including dealing with self-represented applicant, taking evidence, working with interpreters and managing proceedings
- Fact finding and assessing evidence
- Decision writing and decision making
- The rules of procedural fairness

Program participants will be able to:

- Choose to work through modules of interest
- Access online resources
- View videos featuring experienced tribunal members discussing key topics
- Participate in online discussions in a collegiate and supportive environment
- Obtain practical guidance from experienced tribunal members.

Dates in 2017

The program will run for seven weeks from **3 October 2017 to 24 November 2017**. Apart from an initial program orientation meeting (by phone), participants will be able to access the program when and from wherever suits their convenience.

The Essentials

The program is accessible via smartphone, tablet, laptop or desktop computers - both Mac and PC friendly. The technology is simple to navigate. Participants will be given instruction and guidance on how to navigate the program. Participants will need to devote about two hours per week to the program. The amount of time will vary depending on their level of knowledge and experience.

To ensure maximum participation, course numbers are restricted to 15.

Cost: AU\$500. Early bird rate of AU\$450 for payment received before **4 August 2017**. *COAT is not registered for GST and the amounts stated do not include GST.*

To register your interest: Contact Kathryn McKenzie, COAT Secretariat, 0418 281 116; secretariat@coat.gov.au

To find out more about the program: Contact Athena Ingall Athena.Ingall@aat.gov.au

Tax Invoice / Registration

Please keep a copy for your records.

Tribunal:

Contact: _____ Phone: _____

Email: _____

Address: _____

Name of Participant (if known)

Email: _____

Mobile: _____

Total payment for AU\$

Paid by (please tick):

Cheque - payable to Council of Australasian Tribunals

EFT CBA BSB: 062 000 Account: 1138 0383

Please email payment advice to: secretariat@coat.gov.au

Credit Card – Visa or MasterCard only:

Card No: _____ Exp: _____ /

Cardholder's Name: _____

Signature: _____