



MEMBER COMPETENCIES

The competencies are based on five core elements:

1. **Legislation and Practices and Procedures**
 2. **Conduct of Hearing**
 3. **Evidence**
 4. **Decision Making**
 5. **Decision Writing**
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1. **Legislation and Practice and Procedures – *Knowledge of relevant legislation and Tribunal Practices and Procedures***
 - Understands the Tribunal’s jurisdiction
 - Understands the applicable legislation
 - Applies the applicable legislation
 - Protects privacy
 - Understands issues of bias
 2. **Conduct of a Hearing – *Conducts hearing in a courteous, timely and respectful manner, consistent with the Tribunal Code of Conduct***
 - Fully prepared
 - Communicates effectively
 - Conducts hearing effectively
 3. **Evidence – *Ensures that all relevant issues are addressed by eliciting and managing evidence***
 - Undertakes necessary preparatory work
 - Asks questions concerning relevant issues
 - Identifies new evidence and determines admissibility
 4. **Decision Making – *Ensures effective deliberation and structured decision making***
 - Keeps an open mind
 - Takes an active part in deliberations and decision making
 - Involves members in a structured decision making process (panel chair)
 5. **Decision Writing – *Provides clear, concise and well written decisions***
 - Participates in the decision writing process
 - Ensures the Tribunal Decision is completed correctly and in accordance with Tribunal guidelines and legislation
 - Protects privacy