



## Western Football Netball League

### Tribunal Secretary Position

The Western Football Netball League (WFNL) is seeking an organised, reliable, and professional **Tribunal Secretary** to support the Tribunal Panel, affiliated clubs, and League operations on tribunal evenings.

The Tribunal Secretary plays a critical role in ensuring tribunal hearings are conducted smoothly, efficiently, and in accordance with WFNL policies and procedures.

#### Key Responsibilities

The Tribunal Secretary's duties include, but are not limited to:

- Setting up tribunal hearing rooms (in person or online), including laptops and audio-visual equipment.
- Preparing, organising, and distributing tribunal case documentation prior to hearings.
- Confirming attendance of players, witnesses, advocates, and club officials before hearings.
- Greeting and guiding participants upon arrival on tribunal evenings.
- Providing on-the-night administrative support to the Tribunal Panel, including assistance with procedural queries.
- Collating, finalising, and submitting post-hearing documentation for League processing.

Tribunal hearings are conducted as follows:

- **Wednesday evenings** at **Whitten Oval**, unless an online hearing is scheduled.
- Hearings commence from **6:15pm** and continue until all listed matters are concluded.

#### Skills and Attributes

The ideal candidate will demonstrate:

- Strong organisational and administrative skills.
- Professional communication and interpersonal abilities.
- Reliability and attention to detail.
- Confidence working with technology, including laptops and audio-visual systems.
- Ability to work independently in a formal hearing environment.

This position includes **remuneration** for work performed on tribunal evenings.

To apply for this position, please send through your resume and expression of interest to [luke.henry@wfnl.com.au](mailto:luke.henry@wfnl.com.au)

