

## COAT DECISION WRITING PROGRAM: One Day - Face to Face

### Overview

The Council of Australasian Tribunals is offering a one day face to face Decision Writing program for members. The program is designed to improve decision writing skills through analysis, discussion and the rewriting of aspects of reasons for decision. It's a highly interactive program and will provide participants with practical tools and tips for better decision writing.

### Topics include:

- preparing and planning reasons for decisions
- structuring reasons for decisions
- writing decisions that are clear, comprehensive and convincing
- getting started and keeping going.

### Presenter:

#### Narelle Bell

Narelle has worked as a tribunal member for more than twenty five years - at the Social Security Appeals Tribunal, the Equal Opportunity Tribunal, the NSW Administrative Decisions Tribunal and serving as a full time Senior Member of the Commonwealth Administrative Appeals Tribunal for 13 years.

For more than 15 years Narelle has taught reasoning, decision writing and hearing skills to courts, tribunals and agency decision makers in Australia and overseas.

Narelle is also a Member of the Board of Western Sydney Local Health District, legal member of the Western Sydney Local District Human Research Medical Ethics Committee and a Member of the Centre for Health Record Linkage Advisory Committee. She was National Aircraft Noise Ombudsman from 2017 to 2020.

	OUTLINE ONE DAY PROGRAM
9.00 -9.45 Narelle Bell	Introductions and overview of the program
9.45– 11.15	The purpose of reasons What do good reasons look like? The issues focused method Practical exercise identifying and phrasing issues
11.15 – 11.30	Morning tea
11.30 – 1.00	What makes an effective beginning?

	<ul style="list-style-type: none"> <li>• the purpose of an introduction in a statement of reasons</li> <li>• practical exercises writing introductions</li> </ul>
1.00 – 1.30	Lunch
1.30 -3.00	<p>Writing introductions (cont.)</p> <p>Analysing the Issues</p> <ul style="list-style-type: none"> <li>• types of issues and methods for determining them</li> <li>• practical exercise analysing issues</li> </ul>
3.00 – 3.15	Comfort Break
3.15 – 3.45	<p>Analysing the Issues (cont.)</p> <ul style="list-style-type: none"> <li>• practical exercise analysing issues</li> </ul>
3.45 – 4.15	Style in statements of reasons
4.15 – 4.30	<p>Conclusion of program</p> <p>Feedback and evaluation</p>

**Cost: \$695 plus GST per participant**

To register please contact:

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