

## Council of Australasian Tribunals - Decision Writing Program 12 & 13 March 2020

**Administrative Appeals Tribunal, Principal Registry, Level 17, 83 Clarence St, Sydney**

### Overview

This two-day decision writing 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.

### Presenters:

#### Narelle Bell

Narelle Bell has practised as a lawyer in private practice, in the community sector as Principal Solicitor of Redfern Legal Centre and in the public sector in senior roles at the NSW Anti-Discrimination Board and NSW Attorney General's Department.

Narelle has worked as a tribunal member for more than twenty 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 10 years Narelle has taught reasoning, decision writing and hearing skills to courts, tribunals and agency decision makers in Australia and overseas.

Narelle is also the National Aircraft Noise Ombudsman, 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.

#### Justice John Griffiths

John Griffiths has been a Justice of the Federal Court since April 2012. Prior to his appointment, he practised as a barrister for 17 years. He was made a Silk in 2001. He practised extensively in public law and commercial matters. He is the author of many papers and articles on a wide range of legal topics, including public law. He is one of three national coordinating judges in the Federal Court's national practice area involving constitutional law, administrative law and human rights. He is a graduate of the Australian National University, Harvard University and Cambridge University.

#### Stephanie Wood

Stephanie Wood is the author of *Fake: A Startling True Story of Love in a World of Liars, Cheats, Narcissists, Fantasists and Phonies* and an award-winning features writer. She is a former staff writer at Fairfax Media's *Good Weekend* magazine and has worked for newspapers including *The Independent* and *The Daily Mail* in London and *The Asian Wall Street Journal* in Hong Kong.

In 2017, her *Good Weekend* story on Melbourne's thunderstorm asthma incident received the award for Outstanding Feature Writing in the NRMA Kennedy Awards, while her article on the prescription opioid epidemic won the Australian and New Zealand College of Anaesthetists Media Award.

Her interest in telling stories about people who struggle on the edges of society has been reflected in articles about the life of a Kings Cross heroin addict; the travails of a mentally ill young man who was a victim of the NSW foster-care system; and the alarming increase in elderly abuse.

Stephanie is a former editor of *The Age Good Food Guide* and *The Age Epicure* section.

#### INDICATIVE PROGRAM Thursday 12 March 2020

DAY 1	INDICATIVE PROGRAM
9.00 -9.45  Narelle Bell	Introductions and overview of the program
9.45 – 11.15  Justice John Griffiths	What are adequate reasons? <ul style="list-style-type: none"> <li>• the purpose of reasons</li> <li>• what courts and reviewers expect</li> </ul>
11.15 – 11.45	Morning tea
11.45 – 12.45  Narelle Bell	Using the issues focused method <ul style="list-style-type: none"> <li>• identifying and sequencing the issues and using them to build the framework for the decision.</li> </ul>
12.45 -1.15  Narelle Bell	What makes an effective beginning? <ul style="list-style-type: none"> <li>• understanding the purpose of an introduction in a statement of reasons.</li> </ul>
1.15 – 2.00	Lunch
2.00 – 3.30pm  Narelle Bell	Writing an introduction to a tribunal decision <ul style="list-style-type: none"> <li>• practical exercises writing introductions</li> </ul>
3.30 – 3.45	Comfort Break
3.45 – 4.15  Narelle Bell	Writing an introduction to a tribunal decision continued
4.15 - 4.30  Narelle Bell	Review of day one & overview of day two

**INDICATIVE PROGRAM Friday 13 March 2020**

DAY 2	Description
9.00 – 9.05  Narelle Bell	Welcome to day two
9.05 – 10.45  Stephanie Wood	A writer's perspective <ul style="list-style-type: none"> <li>• why stories and storytelling matters</li> <li>• what is great writing?</li> <li>• don't be a florist</li> <li>• how to find the essence of your message</li> <li>• what is a 'nut graf'?</li> <li>• why structure is everything</li> </ul>
10.45 – 11.00	Morning tea
11.00 – 1.00  Stephanie Wood	Getting down to the details <ul style="list-style-type: none"> <li>• how to write the coolest sentences</li> <li>• understanding DDC: detail, description, colour</li> <li>• how to self -edit</li> <li>• write for your life</li> <li>• slaying the procrastinator within</li> </ul>
1.00 – 1.45	Lunch
1.45 – 3.00  Narelle Bell	Revisiting the issues and aligning the introduction <ul style="list-style-type: none"> <li>• revisit the issues identified and phrased in day one</li> <li>• make amendments to phrasing and sequence and finesse the introduction</li> </ul>
3.00 – 3.15	Comfort Break
3.15 -3.55  Narelle Bell	Analysing the Issues <ul style="list-style-type: none"> <li>• making findings of fact</li> <li>• IRAC (Issue, Rule, Application, Conclusion), factors and guidelines</li> </ul>
3.55 -4.00  Narelle Bell	Conclusion of program <ul style="list-style-type: none"> <li>• feedback and evaluation</li> </ul>

**Cost: \$795 plus GST per participant** To register please contact:

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