

## COAT DECISION WRITING PROGRAM – MELBOURNE CBD

Vibe Hotel, 1 Queen St, Melbourne

25 & 26 June 2020

The Council of Australasian Tribunals is offering a two-day 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.

### 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.

### Judicial Officer and Professional Writer to be confirmed

DAY 1	INDICATIVE PROGRAM
9.00 -9.45	Introductions and overview of the program
9.45 – 11.15	What are adequate reasons?

	<ul style="list-style-type: none"> <li>- the purpose of reasons and what courts and reviewers expect</li> <li>- tips for appeal proofing</li> <li>- exercise</li> </ul>
11.15 – 11.45	Morning tea
11.45 – 12.45	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	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	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	Writing an introduction to a tribunal decision continued
4.15 - 4.30	Review of day one & overview of day two

<b>DAY 2</b>	<b>INDICATIVE PROGRAM</b>
9.00 – 9.05	Welcome to day two
9.05 – 10.45	A writer's perspective <ul style="list-style-type: none"> <li>- how to explain complex, cumbersome ideas in a way that's easily grasped</li> <li>- how to write to persuade</li> <li>- useful guidelines and tips</li> <li>- procrastination tips &amp; strategies Introductions and overview of the program</li> </ul>
10.45 – 11.00	Morning tea
11.00 – 1.00	Style and review <ul style="list-style-type: none"> <li>- plain style – what is it?</li> <li>- style pitfalls to avoid</li> <li>- tips and tricks for effective editing and reviewing</li> </ul>

1.00 – 1.45	Lunch
1.45 – 3.00	<p>Revisiting the issues and aligning the introduction</p> <ul style="list-style-type: none"> <li>- revisit the issues identified and phrased in day one, make amendments to phrasing and sequence and finesse the introduction.</li> </ul>
3.00 – 3.15	Comfort Break
3.15 -3.55	<p>Analysing the Issues</p> <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	<p>Conclusion of program</p> <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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