

## Council of Australasian Tribunals - Decision Writing Program

### Brisbane CBD 11 & 12 June 2020

#### 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.

**Judicial Officer and Professional Writer to be confirmed**

#### INDICATIVE PROGRAM Thursday 11 June 2020

DAY 1	INDICATIVE PROGRAM
9.00 -9.45 Narelle Bell	Introductions and overview of the program
9.45 – 11.15 Judicial Officer	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 12 June 2020**

<b>DAY 2</b>	<b>Description</b>
9.00 – 9.05 Narelle Bell	Welcome to day two
9.05 – 10.45 Writer to be confirmed	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  Writer to be confirmed	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:** Kathryn McKenzie, COAT Secretariat Manager [secretariat@coat.asn.au](mailto:secretariat@coat.asn.au) 0418 281 116

Jenny Green, COAT Professional Development Consultant [education@coat.asn.au](mailto:education@coat.asn.au) 0418 236 712