

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.

Presenters include an experienced tribunal member and a judicial officer.

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 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 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

Local Judicial Officer to present the topic on reasons for decision.

INDICATIVE PROGRAM

	DECISION WRITING PROGRAM
9.00 -9.30 Narelle Bell	Introductions and overview of the program
9.30– 10.15 Judicial Officer	What are adequate reasons? <ul style="list-style-type: none"> • the purpose of reasons • what courts and reviewers expect

10.15 – 11.00 Narelle Bell	The issues focused method <ul style="list-style-type: none"> • explaining the method • identifying the issues
11.00 – 11.15	Morning tea
11.15 – 1.00 Narelle Bell	Using the issues focused method <ul style="list-style-type: none"> • identifying and sequencing the issues and using them to build the framework for the decision. • practical exercise identifying and phrasing issues
1.00 – 1.30	Lunch
1.30 -3.00 Narelle Bell	What makes an effective beginning? <ul style="list-style-type: none"> • understanding the purpose of an introduction in a statement of reasons. • practical exercises writing introductions
3.00 – 3.15	Comfort Break
3.15 – 4.15 Narelle Bell	Analysing the Issues <ul style="list-style-type: none"> • types of issues and methods for determining them • practical exercise analysing issues
4.15 – 4.50 Narelle Bell	Style in statements of reasons
4.50 – 5.00 Narelle Bell	Conclusion of program Feedback and evaluation

Cost: \$595 plus GST per participant

To register please contact:

Kathryn McKenzie, COAT Secretariat Manager secretariat@coat.asn.au 0418 281 116

Jenny Green, COAT Professional Development Consultant education@coat.asn.au 0418 236 712