



Giving Documents or Things to the AAT

This Direction is given under section 18B of the *Administrative Appeals Tribunal Act 1975* (AAT Act).

1. About this Direction

- 1.1 This Direction specifies ways in which a document or thing may be lodged with, or given to, the Administrative Appeals Tribunal (AAT).
- 1.2 This Direction has effect from 2 August 2018.
- 1.3 The Practice Direction *Giving Documents or Things to the AAT* executed on 21 November 2017 is revoked at the time this Direction comes into effect.

2. Migration and Refugee Division

- 2.1 This Direction specifies how a document or thing may be given to the AAT for the purposes of an application that is or would be an application in the Migration and Refugee Division under subsections 379F(b) and 441F(b) of the *Migration Act 1958* (Migration Act) and subregulations 4.11(1) and 4.31AA(1) of the *Migration Regulations 1994* (Migration Regulations).

Giving applications for review

- 2.2 Regulations 4.11 and 4.31AA of the Migration Regulations prescribe ways of giving applications for review to the AAT. An application for review may be given to the AAT by leaving it with an officer of the AAT at a registry of the AAT or sending it by pre-paid post to a registry of the AAT. In addition, this Direction under section 18B of the AAT Act specifies ways of giving applications for review by fax or other electronic means.
- 2.3 For the purposes of paragraphs 4.11(1)(d) and 4.31AA(1)(d) of the Migration Regulations, an application for review may be given to the AAT by faxing it to (02) 9276 5599, (03) 8600 5801, (03) 9454 6999, (07) 3361 3069, (07) 3052 3069 or (08) 8128 8099.

- 2.4 For the purposes of paragraphs 4.11(1)(e) and 4.31AA(1)(e) of the Migration Regulations, an application for review may be given to the AAT by transmitting it electronically to the AAT by:
- submitting it using the online application system for the Migration and Refugee Division which is accessible from either:
 - the AAT website at <http://www.aat.gov.au/apply-online>; or
 - the AAT website at <https://www.tribunalonline.mrt-rrt.gov.au>; or
 - emailing it to mrdivision@aat.gov.au or registry@mrt-rrt.gov.au.

Giving other documents or things

- 2.5 Sections 379F and 441F of the Migration Act provide that other kinds of documents and things may be given to the AAT by giving them to an officer of the AAT. They can also be given by other means specified in a direction under section 18B of the AAT Act. This Direction specifies ways of giving other documents or things by hand, post, fax or electronic means.
- 2.6 For the purposes of subsections 379F(b) and 441F(b) of the Migration Act, a document or thing, other than an application for review, may also be given to the AAT by:
- emailing it to mrdivision@aat.gov.au or registry@mrt-rrt.gov.au;
 - sending it by pre-paid post to a registry of the AAT;
 - faxing it to (02) 9276 5599, (03) 8600 5801, (03) 9454 6999, (07) 3361 3069, (07) 3052 3069 or (08) 8128 8099;
 - giving it to a member of the AAT in the course of a hearing of the review; or
 - a registered user of the online application system submitting the document or thing using the online application system. The online application system is accessible from either:
 - the AAT website at <http://www.aat.gov.au/apply-online>; or
 - the AAT website at <http://www.aat.gov.au/migration-and-refugee-division>; or
 - the AAT website at <https://www.tribunalonline.mrt-rrt.gov.au>.

Note: A person can only register as a user of the online application system before submitting their application.

3. Giving documents or things to the AAT - other Divisions

- 3.1 This Direction specifies for paragraph 68(1)(b) of the AAT Act how a document or thing is to be lodged with, or given to, the AAT other than for the purposes of an application that is or would be an application in the Migration and Refugee Division.

For further information about the AAT, please call us on **1800 228 333** or go to www.aat.gov.au.

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Giving documents or things (including applications for review)

3.2 A document or thing (including an application) may be lodged with, or given to, the AAT by:

- delivering it to a registry of the AAT;
- sending it by pre-paid post, reply-paid post to a registry of the AAT;
- faxing it to a registry of the AAT; or
- emailing it to a registry of the AAT.

Note: Contact details for the registries of the AAT and guidelines you should follow when sending an email to the AAT can be found on the AAT website (www.aat.gov.au).

3.3 An application in the Freedom of Information Division, General Division, National Disability Insurance Scheme Division, Security Division, Taxation and Commercial Division or Veterans' Appeals Division may also be given to the AAT by submitting it electronically using the online application system for those divisions which is accessible from the AAT website at:

- <http://www.aat.gov.au/apply-online>.

3.4 An application in the Social Services and Child Support Division (other than an application for AAT first review of an AAT reviewable employer decision within the meaning of the *Paid Parental Leave Act 2010*) may also be given to the AAT orally or by submitting it electronically using the online application system accessible from the AAT website at:

- <http://www.aat.gov.au/apply-online>.

Justice David Thomas
President

1 August 2018

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