



Administrative Appeals Tribunal

Application for Second Review of Decision

You can use this form to apply for an AAT second review of a decision made in the AAT's Social Services & Child Support Division. Second reviews are conducted in the AAT's General Division.

Please read *Guide to applying for review* before completing this form. You must complete the fields and answer the questions marked with an asterisk (*).

SECTION 1 APPLICANT (Individual)

Full name *	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:			
	Family name:			
	Given name(s):			
	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Unspecified <input type="checkbox"/>	Date of birth dd / mm / yyyy

Your contact details*

Street address			State:	Postcode:
			State:	Postcode:
Postal address 'As above' if also your street address			State:	Postcode:
			State:	Postcode:
Email				
Telephone / Fax	Landline ()	Mobile:	Fax: ()	

Preferred method for receiving correspondence

Please select one *

Email: <input type="checkbox"/>	Fax: <input type="checkbox"/>	Post: <input type="checkbox"/>
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Representative

If someone will represent, you please fill in their details

Name:			
Organisation:			
Postal address:			State:
			Postcode:
Email			
Telephone / Fax	Landline ()	Mobile:	Fax: ()

Preferred method for receiving correspondence

Please select one

Email: <input type="checkbox"/>	Fax: <input type="checkbox"/>	Post: <input type="checkbox"/>
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Interpreter *	Do you need an interpreter?	Yes <input type="checkbox"/>	If yes, for which language or dialect?	
		No <input type="checkbox"/>		

Assistance	If you have a disability or other special need and would like some assistance, please indicate the type of disability/need and assistance you require:		
	Physical (e.g. wheelchair user)	<input type="checkbox"/>	
	Sensory (e.g. hearing or sight)	<input type="checkbox"/>	
	Other, please specify	<input type="checkbox"/>	
	Not applicable	<input type="checkbox"/>	

SECTION 2 DECISION

Date you received the decision of the AAT's Social Services & Child Support Division *	dd / mm / yyyy
Social Services & Child Support Division Review Number *	

SECTION 3 REASONS FOR THE APPLICATION

Why do you claim the decision is wrong? * Please read the 'Reasons you are making an application' section in the *Guide to applying for review* before answering this question.

SIGNATURE

Signature		Date	dd / mm / yyyy
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* Mandatory field/question

GUIDE TO APPLYING FOR REVIEW

The Administrative Appeals Tribunal (AAT) can review a wide range of decisions made under Commonwealth laws by the Australian Government and some non-government bodies. We also review decisions made under Norfolk Island laws. It has a number of application forms, including online forms.

You should use this form and this guide if you want to apply for second review of a decision made by the AAT's Social Services & Child Support Division or the former Social Security Appeals Tribunal:

- about a Centrelink decision (except an employer-related paid parental leave decision)
- to refuse an extension of time to apply for a child support review
- about a percentage of care for a child in a child support review.

The second review will be conducted in the AAT's General Division.

If you want to apply for a first review of a decision in the Social Services & Child Support Division, go to www.aat.gov.au and follow the links on the website.

This guide will:

- help you complete the application form (Part 1)
- give you some other information about applying to the AAT (Part 2) and
- show you where to send your form and how to contact the AAT (Part 3).

PART 1: COMPLETING THE APPLICATION FORM

Read this guide and the form carefully. If you need more space to answer a question, continue your answer on another sheet of paper and attach it to the form.

If you need help filling out the form or if you need more information, ask us. When you have completed the form, you can bring it to the AAT in person or send it to us by post, email or fax. Our contact details are at the end of this guide.

APPLICANT

CONTACT DETAILS

The form asks you to give us your address, phone numbers, and any email addresses or fax numbers. Please tell us your preferred method for receiving written information from us by ticking the box. If we have an email address for you and you do not tick a box, we will email the documents to you.

REPRESENTATIVE

You can represent yourself at the AAT or any person you choose can represent you. If you tell us that you have a representative, we will send the letters and other documents about your case to your representative instead of sending them to you.

INTERPRETER

If you need an interpreter, we will arrange for a qualified interpreter to assist you free of charge. If you speak a particular dialect, please include this in the form.

DISABILITY

If you have a disability or special need and would like some assistance, we will try to make appropriate arrangements for you. Our offices (known as registries) have portable hearing loops and are wheelchair accessible.

DECISION

DATE YOU RECEIVED THE DECISION

We ask you to tell us on the form when you received the decision. We need this information so we can check if your application has been lodged within the time limit.

The time limit for lodging an application for a second review of a decision is 28 days after you receive the decision.

If the time limit has expired, you can apply for an extension of time to make your application. You can use the *Application for an Extension of Time* form which is on our website.

DECISION REFERENCE

We ask you to tell us on the form the AAT's Social Services & Child Support Division's (or former Social Security Appeals Tribunal's) Review Number. You will find this number on the decision. Giving us this information helps us to identify the decision quickly.

REASONS YOU ARE MAKING AN APPLICATION

You must tell us briefly why you want to have the decision reviewed. For example, you may think the decision is wrong and a different decision should be made, or the information you provided was not taken into account, or the law was not applied correctly.

We cannot start the review if you do not answer this question.

PART 2: OTHER INFORMATION ABOUT APPLYING TO THE AAT

APPLICATION FEES

You do not have to pay a fee when you apply to us for a second review of a decision made by the Social Services & Child Support Division unless you are applying for a review of a decision:

- about paid parental leave
- to refuse an extension of time to apply for a child support review
- about a percentage of care for a child in a child support review.

You do not have to pay a fee if you are applying for a review of a decision about social security, family assistance or student assistance payments.

If you do have to pay a fee, you are entitled to pay a reduced fee of \$100 instead of a standard application fee if:

- you have been granted legal aid for your application
- you hold a health care card, pensioner concession card or Commonwealth seniors health card
- you are in prison or lawfully detained in a public institution
- you are under 18 years of age or receiving youth allowance, Austudy or ABSTUDY, or
- we decide that paying the full fee would cause you financial hardship.

To apply for a fee reduction on the grounds of financial hardship, you must fill out the *Request for Fee Reduction* form, which is on our website, and send it to us.

If you do have to pay a fee, the fee must be paid when the application is lodged. The AAT may dismiss your application if you do not pay the fee within six weeks.

If you have paid a standard application fee and the application is resolved in your favour, most of it will be refunded to you. There is no refund if you paid the reduced fee of \$100.

For more information about fees, including when there is no fee and whether you are eligible to pay a reduced fee, go to the AAT website or contact your local AAT registry.

How to pay a fee

If you do have to pay a fee, you can pay in cash or by cheque, money order, EFTPOS or credit card. We accept payment by MasterCard and Visa.

All payment types are accepted at our registries. Credit card payments can also be made by phone.

APPLYING TO SUSPEND A DECISION

In general, a decision continues to operate while we are reviewing it. In some cases, we can order that the decision be suspended while the review is taking place.

If you want to ask us to suspend the operation of the decision, you must complete a *Request for Stay Order* form which is on our website and send it to us.

STEPS IN A REVIEW

In most cases, we use alternative dispute resolution (ADR) to help the parties – you and the department – try to reach agreement about how the case should be resolved. Many cases are resolved at this stage. ADR processes are held in private.

If agreement cannot be reached, we will hold a hearing and make a decision. Hearings are usually open to the public.

Our procedures and the time needed to complete the review vary from case to case. We aim to have cases finalised within 12 months.

WHAT DO WE DO WITH INFORMATION GIVEN TO US?

We collect information from you to process your application and to carry out the review under the *Administrative Appeals Tribunal Act 1975*.

We give a copy of this application form to the department or organisation that made the decision you want reviewed. We may also give a copy to any other person that is a party to the review.

If you give us other information during the review that another party does not have, we will usually give them a copy.

Limited information about cases in the AAT's General Division is usually made available to the public on request and can be accessed using *eCase Search* on our website. This information includes the names of the parties and any representatives, the type of application, dates of conferences, hearings or other case events, the types of key documents lodged by the parties and the outcome of an application.

More information is usually made publicly available if we hold a hearing and make a decision. If we prepare a written statement of the reasons for our decision in your case, it will usually be made public and published on the internet, including on the AustLII website (www.austlii.edu.au). For more information about the decisions we publish, see our Publication of Decisions Policy on our website.

We can order that information be kept confidential if we believe there is good reason to do so. You can apply for an order by writing to us stating what information you want kept confidential and why. In some cases, legislation requires that information be kept confidential.

For more information see our fact sheet, *Privacy and confidentiality at the AAT*, and our Privacy Policy. Our Privacy Policy includes information about how you can access and seek correction of your personal information, make a complaint about the way we have handled your personal information and

how we will deal with such a complaint. *Privacy and confidentiality at the AAT* and our Privacy Policy are on our website or are available from your local AAT registry.

PART 3 CONTACT THE AAT

MORE INFORMATION ABOUT THE AAT

For more information about the AAT and how we conduct reviews, go to our website or call us. Our staff can give you information about procedures but cannot give you legal advice.

HOW DO I SUBMIT THIS FORM?

You can send us your form by email, post or fax, or deliver it to a registry.

Email: generalreviews@aat.gov.au

Post: AAT, GPO Box 9955, Your capital city.

Northern Territory residents should write to Adelaide

Norfolk Island residents should write to Sydney

In person or by fax:

ADELAIDE Level 2 1 King William St ADELAIDE SA 5000 FAX (08) 8128 8099	BRISBANE Level 6 295 Ann St BRISBANE QLD 4000 FAX (07) 3052 3001	CANBERRA Level 8 14 Moore St CANBERRA ACT 2601 FAX (02) 6243 4600	HOBART Edward Braddon Building Commonwealth Law Courts 39–41 Davey St HOBART TAS 7000 FAX (02) 9276 5597
MELBOURNE Level 4 15 William St MELBOURNE VIC 3000 FAX (03) 9454 6998	NORFOLK ISLAND Supreme Court of Norfolk Island KINGSTON Norfolk Island 2899 TEL +61 2 9391 2400 FAX +61 2 9283 4881	PERTH Level 13 111 St Georges Terrace PERTH WA 6000 FAX (08) 6222 7299	SYDNEY Level 6 83 Clarence St SYDNEY NSW 2000 FAX (02) 9276 5599

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged). Residents of northern NSW (postcodes 2460–2490) will be connected to the Brisbane registry and residents of the Northern Territory will be connected to the Adelaide registry.

Non-English speakers can call the Translating and Interpreting Service on 131 450 and ask them to call the AAT.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit www.relayservice.gov.au

Website: www.aat.gov.au