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Glossary

AASB  Australian Accounting Standards Board
AAT  Administrative Appeals Tribunal
AAT Act  Administrative Appeals Tribunal Act 1975
AAT Regulations  Administrative Appeals Tribunal Regulations 1976
AATCAMS  The Tribunal’s computerised case management system
ACT  Australian Capital Territory
ADJR Act  Administrative Decisions (Judicial Review) Act 1977
ADR  Alternative dispute resolution
Affirm  The Tribunal may affirm a decision under review. This means that the original decision still stands.
AIAL  Australian Institute of Administrative Law
AIJA  Australian Institute of Judicial Administration
ALD  Administrative Law Decisions
ANAO  Australian National Audit Office
Applicant  Person who has lodged an application for review with the Tribunal.
Application for extension of time  Applications must be made to the Tribunal within a certain time limit. However, an application may be made to the Tribunal to ask for an extension of time in which to lodge an application.
APS  Australian Public Service
ARC  Administrative Review Council
ASIC  Australian Securities and Investments Commission
ASIO  Australian Security Intelligence Organisation
ATSI  Aboriginal and Torres Strait Islander
AWA  Australian Workplace Agreement
CLE  Continuing Legal Education
COAT  Council of Australasian Tribunals
Conference  Also called a preliminary conference. A conference is conducted by a Tribunal Member or Conference Registrar with both parties present. The purpose of the conference is to identify issues in dispute, to negotiate a settlement of the case or, if settlement is not possible, to prepare a matter for a hearing.
Confidentiality order  The Tribunal may make an order directing that a hearing or part of a hearing be held in private and/or prohibiting or restricting the publication of the names of a party or witnesses. The Tribunal may also give directions prohibiting or restricting the publication of evidence or documents lodged with the Tribunal.
Directions hearings may be held to deal with procedural matters such as the exchange of statements or documents, or, to clarify issues for a hearing. They may also be held to give directions to ensure progress in a matter in which there has been delay by a party.

In certain circumstances, an application may be dismissed by the Tribunal without proceeding to review the decision. An application may be dismissed, for example, by consent, or if the applicant fails to appear, or if the Tribunal is satisfied that the application is frivolous or vexatious.

Executive Level officer of the Australian Public Service

Environmental Management System

Federal Court of Australia

Finance Minister’s Orders

Freedom of information

Appearance of parties and witnesses before the Tribunal to determine a matter. A hearing will proceed before a one-member, two-member or three-member Tribunal.

International Financial Reporting Standards

An application to resolve procedural matters before a hearing, such as applications for a confidentiality order or an application for an extension of time to lodge an application.

Information technology

Mediation is a meeting involving the parties and a Tribunal member or Conference Registrar (the mediator). The parties try to negotiate a settlement of their case with the help of the mediator. The mediator is neutral and does not recommend or impose a settlement.

Member of Parliament

Migration Review Tribunal

National Accreditation Authority for Translators and Interpreters

Non-English-speaking background

National Native Title Tribunal

New South Wales

Northern Territory

Occupational health and safety

The result, impact or consequence of actions by the Australian Government on the Australian community.

The aggregation based on homogeneity, type of product or beneficiary target group, of outputs.

The goods or services produced by agencies on behalf of government for external organisations or individuals.

A Tribunal program to help and inform self-represented applicants about Tribunal practices and procedures.
Party
A party is the applicant or the respondent.

Party joined
Where a person has applied to the Tribunal for review of a decision, any other person whose interests are affected by the decision may apply to be made a party to the proceeding, and the Tribunal may grant that application. This person is a party joined.

PBS
Portfolio Budget Statements

Portfolio Agency
Statements prepared by portfolio agencies to explain the Budget appropriations in terms of outcomes and outputs.

PSRT
Professional Services Review Tribunal

PWD
People with disabilities

Qld
Queensland

Remit
The Tribunal may set aside a decision and send it back (remit it) to the original decision maker to be reconsidered in accordance with any directions or recommendations of the Tribunal.

Respondent
The party who responds to or answers an application. This is usually the minister, official or agency which made the original decision.

RRT
Refugee Review Tribunal

SA
South Australia

Section 29 notice
A notice by the Tribunal to the agency that made the decision against which an application for review has been made, advising the agency of the application.

Section 37 documents
The statement and documents produced by an agency under section 37 of AAT Act, known generally as ‘T documents’. They include the reasons for the decision against which an appeal is being made to the Tribunal, and other relevant documents.

SES
Senior Executive Service

Set aside
The Tribunal may set aside a decision under review. The effect is that the Tribunal disagrees with the original decision and makes a new decision.

SSAT
Social Security Appeals Tribunal

Stay order
An order of the Tribunal to suspend the implementation of the decision under review until the matter is determined or resolved.

Summons
A notice issued by the Tribunal calling a person to appear before it or to produce documents to it.

Tas
Tasmania

Taxation Division
Taxation Appeals Division

T documents
See ‘Section 37 documents’.

Tribunal
Administrative Appeals Tribunal

Vary
The Tribunal may vary a decision under review. This means that the Tribunal changes or alters the original decision.

Vic
Victoria

VRB
Veterans’ Review Board

WA
Western Australia
Contacting the Tribunal

The Tribunal can be contacted in person, by telephone or in writing (by letter or fax). Office hours are 8.30 am to 5.00 pm, Monday to Friday.

If you are writing to the Tribunal, the letter should be addressed to:

The District Registrar
AAT
GPO Box 9955
Your capital city

Registry locations and contact numbers

**New South Wales**
District Registrar
Level 7
City Centre Tower
55 Market Street
SYDNEY NSW 2000
Telephone: (02) 9391 2400
Facsimile: (02) 9283 4881

**Victoria**
District Registrar
Level 16
Southgate, HWT Tower
40 City Road
SOUTHBANK VIC 3006
Telephone: (03) 9282 8444
Facsimile: (03) 9282 8480

**Queensland**
District Registrar
Level 4
Commonwealth Law Courts
Cnr North Quay and Tank Street
BRISBANE QLD 4000
Telephone: (07) 3361 3000
Facsimile: (07) 3361 3001

**South Australia**
District Registrar
11th Floor
Chesser House
91 Grenfell Street
ADELAIDE SA 5000
Telephone: (08) 8201 0600
Facsimile: (08) 8201 0610

**Western Australia**
District Registrar
Level 8
Quadrant Building
1 William Street
PERTH WA 6000
Telephone: (08) 9327 7200
Facsimile: (08) 9327 7299

**Tasmania**
District Registrar
Ground Floor
Commonwealth Law Courts
39–41 Davey Street
HOBART TAS 7000
Telephone: (03) 6232 1712
Facsimile: (03) 6232 1701

**Australian Capital Territory**
District Registrar
4th Floor
Canberra House
40 Marcus Clarke Street
CANBERRA ACT 2601
Telephone: (02) 6243 4611
Facsimile: (02) 6247 0962

**Northern Territory**
Northern Territory residents should direct any enquiries to the Queensland Registry.
National telephone number

The Tribunal provides a national telephone number—1300 366 700. You can use it to call the Tribunal’s office, in the capital city of the State in which you live, for the cost of a local call. Those calling from the Northern Territory and the Northern Rivers area of NSW will be connected with Brisbane.

Telephone typewriter service

The Tribunal has established a telephone typewriter service for the deaf and hearing or speech impaired. The service’s number is 1800 650 662. You can use this service to call the Tribunal from anywhere in Australia free of charge. It is not a voice phone and cannot be used as such.

Tribunal website

Further information about the Tribunal, including more details about contacting the Tribunal, is available from the Tribunal’s website—www.aat.gov.au.
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