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Glossary

ADR

Alternative dispute resolution

Affirm

The Tribunal may affirm a decision under review. This means that the original decision still stands.

Applicant

This is the person who has lodged an application with the Tribunal.

Application for extension of time

An application for review of a decision 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.

Case appraisal

Case appraisal is an ADR process conducted by a Tribunal member or other person, chosen on the basis of their expert knowledge of the subject matter, who investigates and provides a non-binding opinion on the facts in dispute and likely outcomes.

Conciliation

Conciliation is an ADR process in which a Tribunal member or Conference Registrar assists the parties to identify the issues in dispute and endeavour to reach an agreement. The conciliator has no determinative role but may advise on or determine the conciliation process, make suggestions on terms of settlement and actively encourage the parties to reach an agreement.

Conference

A conference is a meeting conducted by a Tribunal member or Conference Registrar with the parties and/or their representatives. Conferences provide an opportunity to discuss and define the issues in dispute, identify further evidence that needs to be gathered, explore whether the matter can be settled and discuss the future conduct of the matter.

Confidentiality order

The Tribunal may make an order directing that a hearing or part of a hearing be held in private. The Tribunal may also give directions prohibiting or restricting the publication of the names of a party or witnesses, evidence given before the Tribunal or matters contained in documents lodged with the Tribunal.

Directions hearings

Directions hearings are conducted by Tribunal members and may be held to deal with procedural matters such as the exchange of statements or documents or to clarify issues relating to the conduct of a hearing. They may also be held to progress a matter in which there has been delay by a party.

Dismissal of application

In certain circumstances, an application may be dismissed by the Tribunal without proceeding to review the decision. An application may be dismissed, for example, at the request of the parties, if the applicant fails to appear at a case event or if the Tribunal is satisfied that the application is frivolous or vexatious.

Hearing

A hearing is conducted by one, two or three members at the Tribunal’s premises or occasionally by telephone. It is the opportunity for the parties to present to the Tribunal evidence and submissions in relation to the decision under review. Parties may call witnesses to give evidence.

Interlocutory application

This is any application made by a party that relates to an application for review of a decision. It may be an application for an extension of time to lodge an application, an application to stay the operation of the decision under review or an application for a confidentiality order.
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<th>Definition</th>
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<td>Mediation</td>
<td>Mediation is an ADR process in which a Tribunal member or Conference Registrar assists the parties to identify the disputed issues, develop options, consider alternatives and endeavour to reach an agreement. The mediator has no advisory or determinative role in relation to the content of the dispute but may advise on or determine the mediation process.</td>
</tr>
<tr>
<td>Neutral Evaluation</td>
<td>Neutral evaluation is an ADR process in which a Tribunal member or other person, chosen on the basis of their expert knowledge of the subject matter, investigates the facts and law at issue in the dispute and provides a non-binding opinion on the likely outcomes.</td>
</tr>
<tr>
<td>Outreach</td>
<td>This is a Tribunal program that provides self-represented parties with information about Tribunal practices and procedures and other assistance in relation to the review process.</td>
</tr>
<tr>
<td>Party</td>
<td>Parties are the participants in the proceedings before the Tribunal. Parties include the person who makes the application to the Tribunal, the decision-maker or other respondent to the application and any other person joined to the proceedings.</td>
</tr>
<tr>
<td>Party joined</td>
<td>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.</td>
</tr>
<tr>
<td>Remit</td>
<td>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.</td>
</tr>
<tr>
<td>Respondent</td>
<td>This is the party who responds to or answers an application. This is usually the department, agency or person that made the original decision.</td>
</tr>
<tr>
<td>Section 29 notice</td>
<td>This is a notice from the Tribunal to the department, agency or person that made the decision under review advising that an application has been received.</td>
</tr>
<tr>
<td>Section 37 documents</td>
<td>These are the statement and documents that a decision-maker must prepare and provide to the Tribunal and the other party under section 37 of AAT Act: known generally as the ‘T documents’. They include the reasons for the decision under review and all other relevant documents.</td>
</tr>
<tr>
<td>Set aside</td>
<td>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.</td>
</tr>
<tr>
<td>Stay order</td>
<td>This is an order of the Tribunal to suspend the implementation of the decision under review until the matter is determined or resolved.</td>
</tr>
<tr>
<td>Summons</td>
<td>This is a notice issued by the Tribunal calling a person to appear before it or to produce documents to it.</td>
</tr>
<tr>
<td>T documents</td>
<td>See ‘Section 37 documents’.</td>
</tr>
<tr>
<td>Vary</td>
<td>The Tribunal may vary a decision under review. This means that the Tribunal changes or alters the original decision.</td>
</tr>
</tbody>
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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
Level 7, City Centre Tower
55 Market Street
SYDNEY NSW 2000
Telephone: (02) 9391 2400
Facsimile: (02) 9283 4881

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

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

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

Western Australia
Level 5, 111 St Georges Terrace
PERTH WA 6000
Telephone: (08) 9327 7200
Facsimile: (08) 9327 7299

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

Australian Capital Territory
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 New South Wales 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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