

The image features a complex geometric layout. A vertical rectangular area is filled with a fine, diagonal line pattern. This patterned area is overlaid by a solid dark blue horizontal bar. The word "GLOSSARY" is printed in white, uppercase letters on the right side of this dark blue bar. Below the dark blue bar, the background is composed of several overlapping rectangular blocks in various shades of blue and light blue, creating a layered, architectural effect. A small, solid dark blue square is positioned to the left of the lower portion of the diagonal patterned area.

GLOSSARY

AASB	Australian Accounting Standards Board
AAT	Administrative Appeals Tribunal
ACSI 33	Australian Communications Security Instructions 33 which forms part of the Protective Security Manual.
ADR	Alternative dispute resolution
Affirm	The AAT may affirm a decision under review. This means that the original decision stands.
Applicant	The person, department or agency that has lodged an application with the AAT.
Application for extension of time	An application for review of a decision must be lodged with the AAT within a certain time limit. However, an application may be made to the AAT to extend the time for lodging an application.
Case appraisal	Case appraisal is an ADR process conducted by an AAT member or other person, chosen on the basis of their knowledge of the subject matter, who assists the parties to resolve the dispute by providing a non-binding opinion on the facts in dispute and likely outcomes.
COAT	Council of Australasian Tribunals
Conciliation	Conciliation is an ADR process in which an AAT 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 an AAT 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 may be gathered, explore whether the matter can be settled and discuss the future conduct of the matter.
Confidentiality order	The AAT may make an order directing that a hearing or part of a hearing be held in private. The AAT may also give directions prohibiting or restricting the publication of the names of a party or witnesses, evidence given before the AAT or matters contained in documents lodged with the AAT.
CSS	Commonwealth Superannuation Scheme
Directions hearings	Directions hearings are conducted by AAT 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, the AAT may dismiss an application 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 an ADR process, directions hearing or hearing, or if the AAT is satisfied that the application is frivolous or vexatious.
FMO	Finance Minister's Order
GST	Goods and Services Tax
Hearing	A hearing is conducted by one, two or three AAT members. It is the opportunity for the parties to present to the AAT evidence and submissions in relation to the decision under review. Parties may call witnesses to give evidence.
IASAJ	International Association of Supreme Administrative Jurisdictions
Interlocutory application	Any application made by a party that relates to an application for review of a decision, including 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.
Mediation	Mediation is an ADR process in which an AAT member or Conference Registrar assists the parties to identify the issues in dispute, 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.
MRT	Migration Review Tribunal
NAATI	National Accreditation Authority for Translators and Interpreters
Neutral evaluation	Neutral evaluation is an ADR process in which an AAT member or other person, chosen on the basis of their knowledge of the subject matter, assists the parties to resolve the dispute by evaluating the facts and law at issue in the dispute and providing a non-binding opinion on the likely outcomes.
OPA	Official Public Account
Outreach	An AAT program that provides self-represented parties with information about AAT practices and procedures and other assistance in relation to the review process.
Party	Parties are the participants in the proceedings before the AAT. Parties include the person who makes the application to the AAT, the decision-maker or other respondent to the application and any other person joined to the proceedings.
Party joined	Where a person, department or agency has applied to the AAT for review of a decision, any other person, department or agency whose interests are affected by the decision may apply to be made a party to the proceeding, and the AAT may grant that application. This person, department, or agency is a party joined.

Portfolio Budget Statements	Statements prepared to explain the Budget appropriations for agencies within a portfolio in terms of outcomes and outputs.
PSS	Public Sector Superannuation Scheme
PSSap	Public Sector Superannuation accumulation plan
RRT	Refugee Review Tribunal
Remit	The AAT 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 AAT.
Respondent	The party who responds to or answers an application. This is usually the department, agency or other organisation that made the original decision.
Section 37 Documents	These are the statement and documents that a decision-maker must prepare and provide to the AAT and the other party under section 37 of <i>Administrative Appeals Tribunal Act 1975</i> : known generally as the 'T Documents'. They include the reasons for the decision under review and all other relevant documents.
Set aside	The AAT may set aside a decision under review. The effect is that the AAT disagrees with the original decision and may make a new decision or remit the matter to the original decision-maker.
SSAT	Social Security Appeals Tribunal
Stay order	This is an order of the AAT to suspend the operation or implementation of the decision under review until the matter is determined or resolved.
Summons	This is a notice issued by the AAT calling a person to appear before it or to produce documents to it.
T Documents	See 'Section 37 Documents'.
TRACS	The AAT's electronic case management system.
Vary	The AAT may vary a decision under review. This means that the AAT changes or alters the original decision.
VRB	Veterans' Review Board