



END  
MATTER

# GLOSSARY

<b>AAT</b>	Administrative Appeals Tribunal
<b>ADR</b>	Alternative dispute resolution
<b>Affirm</b>	If the Tribunal affirms a decision under review, the original decision stands (is unchanged).
<b>Alternative dispute resolution</b>	A process for resolving a dispute, other than at a hearing. The Tribunal employs five processes: conference, conciliation, mediation, case appraisal and neutral evaluation.
<b>Applicant</b>	The person, organisation, department or agency that has lodged an application with the Tribunal.
<b>Application for extension of time</b>	An application for review of a decision must be lodged with the Tribunal within a certain time limit. However, an application may be made to the Tribunal to extend the time for lodging an application.
<b>APS</b>	Australian Public Service
<b>Case appraisal</b>	An alternative dispute resolution process conducted by a Tribunal 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.
<b>COAT</b>	Council of Australasian Tribunals
<b>Conciliation</b>	An alternative dispute resolution 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.
<b>Conference</b>	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 may be gathered, explore whether the matter can be settled and discuss the future conduct of the matter.
<b>Confidentiality order</b>	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.

<b>CSS</b>	Commonwealth Superannuation Scheme
<b>Directions hearing</b>	A hearing 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. Directions hearings are conducted by Tribunal members.
<b>Dismissal of application</b>	The Tribunal may, in certain circumstances, 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 Tribunal is satisfied that the application is frivolous or vexatious.
<b>FMO</b>	Finance Minister's Order
<b>GST</b>	Goods and Services Tax
<b>Hearing</b>	The occasion at which the parties present to the Tribunal evidence and submissions in relation to the decision under review. Parties may call witnesses to give evidence. A hearing is conducted by one, two or three Tribunal members.
<b>IASAJ</b>	International Association of Supreme Administrative Jurisdictions
<b>Interlocutory application</b>	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; to stay the operation of the decision under review; or for a confidentiality order.
<b>Mediation</b>	An alternative dispute resolution process during which a Tribunal 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.
<b>MRT</b>	Migration Review Tribunal
<b>Neutral evaluation</b>	An alternative dispute resolution process in which a Tribunal 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.
<b>OPA</b>	Official Public Account

<b>Outreach</b>	A Tribunal program that provides self-represented parties with information about Tribunal practices and procedures and other assistance in relation to the review process.
<b>Party</b>	A participant in the proceeding before the Tribunal. A party can be 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.
<b>Party joined</b>	A person, department or agency whose interests are affected by a decision under review may be made a party to the proceeding by order of the Tribunal. This person, department, or agency is a party joined.
<b>Portfolio Budget Statements</b>	Statements prepared to explain the Budget appropriations for agencies within a portfolio in terms of outcomes and programs.
<b>PSS</b>	Public Sector Superannuation Scheme
<b>PSSap</b>	Public Sector Superannuation accumulation plan
<b>RRT</b>	Refugee Review Tribunal
<b>Remit</b>	The Tribunal may set aside a decision and remit it (send it back) to the original decision-maker to be reconsidered in accordance with any directions or recommendations of the Tribunal.
<b>Respondent</b>	The party who responds to or answers an application; usually the department, agency or organisation that made the original decision.
<b>Section 37 Documents</b>	The statement and documents that a decision-maker must provide to the Tribunal and the other party under section 37 of the Administrative Appeals Tribunal Act. They are generally known as the 'T Documents' and include the reasons for the decision under review and all other relevant documents.
<b>Set aside</b>	The Tribunal may set aside a decision under review. The effect is that the Tribunal disagrees with the original decision and may make a new decision or remit the matter (send it back) to the original decision-maker.
<b>SSAT</b>	Social Security Appeals Tribunal
<b>Stay order</b>	An order of the Tribunal to suspend the operation or implementation of the decision under review until the matter is determined or resolved.
<b>Summons</b>	A notice issued by the Tribunal requiring a person to appear before it to give evidence or to produce documents to it.
<b>T–Documents</b>	see 'Section 37 Documents'.
<b>TRACS</b>	The Tribunal's electronic case management system.
<b>Vary</b>	The Tribunal may vary a decision under review. This means that the Tribunal changes or alters the original decision.
<b>VRB</b>	Veterans' Review Board

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