

# ADMINISTRATIVE APPEALS TRIBUNAL

November 2017

## CONTENTS

### SECTION 1

#### *User Notes*

| <b>MISCELLANEOUS DOCUMENTS</b> |                                    | Manual<br>Page |
|--------------------------------|------------------------------------|----------------|
| AAT 00 MASTER                  | Master File .....                  | 1              |
| AAT 03 INFO                    | Matter Information Sheet .....     | 4              |
| AAT 03 ACCT                    | General Account .....              | 6              |
| AAT 03 ACCTDISB                | General Disbursement Account ..... | 9              |
| AAT 03 BRIEF                   | Brief to Barrister .....           | 11             |
| AAT 03 COVER                   | File Cover .....                   | 12             |
| AAT 03 FILENOTE                | Memo to File .....                 | 16             |
| AAT 03 MEMO                    | Office Memo .....                  | 17             |
| AAT 03 STATDEC                 | Statutory Declaration .....        | 18             |

### SECTION 2

#### **GENERAL - LETTERS AND FACSIMILES**

|           |   |    |
|-----------|---|----|
| AAT 01 L1 | Letter to Client .....                    | 1  |
| AAT 01 L3 | Letter General .....                      | 2  |
| AAT 01 LR | Letter to Respondent's Solicitor .....    | 3  |
| AAT 01 LA | Letter to Applicant's Solicitor .....     | 4  |
| AAT 01 LB | Letter to Barrister .....                 | 5  |
| AAT 01 LC | Letter to Tribunal .....                  | 6  |
| AAT 02 F1 | Facsimile to Client .....                 | 7  |
| AAT 02 F3 | Facsimile General .....                   | 8  |
| AAT 02 FR | Facsimile to Respondent's Solicitor ..... | 9  |
| AAT 02 FA | Facsimile to Applicant's Solicitor .....  | 10 |
| AAT 02 FB | Facsimile to Barrister .....              | 11 |
| AAT 02 FC | Facsimile to Tribunal .....               | 12 |

## SECTION 3

### TRIBUNAL FORMS

|             |  |   |
|-------------|--|---|
| AAT FORMS01 | General Form .....   | 1 |
| AAT FORMS02 | General Form of Affidavit .....                              | 2 |
| AAT FORMS03 | Applicant's Statement of Issues, Facts and Contentions ..... | 3 |
| AAT FORMS04 | Index to Section 37 T-Documents .....                        | 4 |

### GENERAL, FOI, NDIS, SECURITY, TAXATION & COMMERCIAL AND VETERAN'S APPEALS DIVISIONS

|             |  |    |
|-------------|--|----|
| AAT FORM01A | Application for Review – Individual.....   | 5  |
| AAT FORM01B | Application for Review – Organisation .....  | 13 |
| AAT FORM02  | Application for Extension of Time for Making an Application for Review .....       | 21 |
| AAT FORM03  | Notice of Opposing Application for Extension of Time .....                         | 26 |
| AAT FORM04  | Application for Second Review of Decision - Social Service and Child Support ..... | 30 |
| AAT FORM05  | Application to be Made a Party to a Proceeding .....                               | 36 |
| AAT FORM06  | Request for Order to Shorten time for Lodging Documents.....                       | 39 |
| AAT FORM07  | Summons to Give Evidence .....   | 42 |
| AAT FORM08  | Summons to Give Evidence and to Produce Documents .....                            | 43 |
| AAT FORM09  | Summons to Produce Documents.....  | 44 |
| AAT FORM10  | Request for Order Varying or Revoking Stay Order.....                              | 45 |
| AAT FORM11  | Request for Stay Order .....   | 48 |
| AAT FORM12  | Hearing Certificate.....   | 51 |
| AAT FORM13  | Notice of Withdrawal .....   | 56 |
| AAT FORM14  | Request for a Fee Reduction .....  | 58 |
| AAT FORM15  | DTI Transcript Order AAT FORM (Parties to Proceeding).....                         | 70 |

### SOCIAL SERVICE AND CHILD SUPPORT DIVISION

|                 |   |     |
|-----------------|---|-----|
| AAT SSCS FORM01 | Application for Review - Centrelink Decision .....                | 73  |
| AAT SSCS FORM02 | Application for Review - PPL Employer Decision.....               | 78  |
| AAT SSCS FORM03 | Statement of Financial Circumstances (Centrelink Reviews) .....   | 86  |
| AAT SSCS FORM04 | Authority for Representative.....                                 | 97  |
| AAT SSCS FORM05 | Application for Review - Child Support Reviews .....              | 98  |
| AAT SSCS FORM06 | Statement of Financial Circumstances - Child Support Reviews..... | 103 |

**ALPHABETICAL TABLE OF FORMS****Section 3  
Page****A**

|  |                 |    |
|--|-----------------|----|
| Applicant's Statement of Issues, Facts and Contentions                                     | AAT FORMS03     | 3  |
| Application for Extension of Time for Making an Application for Review                     | AAT FORM02      | 21 |
| Application for Review - Centrelink Decision (Social Service and Child Support Division)   | AAT SSCS FORM01 | 73 |
| Application for Review - Child Support Reviews(Social Service and Child Support Division)  | AAT SSCS FORM05 | 98 |
| Application for Review – Individual  | AAT FORM01A     | 5  |
| Application for Review – Organisation  | AAT FORM01B     | 13 |
| Application for Review - PPL Employer Decision (Social Service and Child Support Division) | AAT SSCS FORM02 | 78 |
| Application for Second Review of Decision - Social Service and Child Support               | AAT FORM04      | 30 |
| Application to be Made a Party to a Proceeding   | AAT FORM05      | 36 |
| Authority for Representative (Social Service and Child Support Division)                   | AAT SSCS FORM04 | 97 |

**D**

|   |            |    |
|---|------------|----|
| DTI Transcript Order AAT FORM (Parties to Proceeding) | AAT FORM15 | 70 |
|---|------------|----|

**G**

|                           |             |   |
|---------------------------|-------------|---|
| General Form              | AAT FORMS01 | 1 |
| General Form of Affidavit | AAT FORMS02 | 2 |

**H**

|                     |            |    |
|---------------------|------------|----|
| Hearing Certificate | AAT FORM12 | 51 |
|---------------------|------------|----|

**I**

|                                 |             |   |
|---------------------------------|-------------|---|
| Index to Section 37 T-Documents | AAT FORMS04 | 4 |
|---------------------------------|-------------|---|

**N**

|  |            |    |
|--|------------|----|
| Notice of Opposing Application for Extension of Time | AAT FORM03 | 26 |
| Notice of Withdrawal                                 | AAT FORM13 | 56 |

**R**

|   |            |    |
|---|------------|----|
| Request for a Fee Reduction                             | AAT FORM14 | 58 |
| Request for Order to Shorten time for Lodging Documents | AAT FORM06 | 39 |
| Request for Order Varying or Revoking Stay Order        | AAT FORM10 | 45 |
| Request for Stay Order                                  | AAT FORM11 | 48 |

**S**

|  |                 |     |
|--|-----------------|-----|
| Statement of Financial Circumstances - Child Support Reviews (Social Service and Child Support Division) | AAT SSCS FORM06 | 103 |
| Statement of Financial Circumstances (Centrelink Reviews) (Social Service and Child Support Division)    | AAT SSCS FORM03 | 86  |
| Summons to Give Evidence   | AAT FORM07      | 42  |
| Summons to Give Evidence and to Produce Documents  | AAT FORM08      | 43  |
| Summons to Produce Documents   | AAT FORM09      | 44  |