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details Jun 19

to  Russell Mathews <.....@gmail.com>  
date Jun 19, 2007 1:29 PM  
subject RE: Conference - 20 June 2007  
mailed- aat.gov.au  
by

Mr Mathews

The following information is an extract from the AAT website  
[www.aat.gov.au](http://www.aat.gov.au).

Applying to the AAT

What is a conference? What is it for? Why do we have conferences?

Conferences give you a chance to:

talk to the people from the Department and the Tribunal's Conference Registrar about why you think the decision is wrong; talk about whether you and the Department can agree what the decision should be; get more evidence to support your case.

When do we have conferences?

After you have made an application, the Department must send you and the Tribunal a copy of all of the papers which the Department relied upon to reach a decision in your case. These papers are referred to as the "Section 37 documents" or the "T (for Tribunal) documents". You should receive these papers about 1 month after making your application. A conference will then be held, usually between 6 and 10 weeks after you have lodged your application with the AAT. You will be sent a notice in the mail confirming the date, time and location of the conference.

Who will be at the conference?

A Tribunal Member or Conference Registrar conducts the conference. If you want a support person, you may bring a friend, family member or professional person (such as a lawyer). The Department will also have a representative at the conference. You may also have an interpreter present.

Do you think you need an interpreter to help you?

If you need an interpreter, tell the Tribunal's office at least a week before the conference and an interpreter will be arranged. The interpreter has to be qualified and registered at a certain standard (NAATI Interpreter). The interpreter cannot be a member of your family or a close friend. Make sure you advise the Tribunal if a particular dialect is required.

If you have papers in another language, bring them along, and the interpreter may be able to help with translating them for the Tribunal and the Department.

Where will the conference be held?

Conferences are normally held at the Tribunal's offices using a conference room. It is easier for everyone if you can all talk to each other face to face. Please wait near the conference room at the time

stated in the notice and you will be called in. The Tribunal's address will appear at the top right hand side of the notice. If you live a long way from the Tribunal or cannot get to the Tribunal, you may be able to have the conference by telephone. If the Tribunal agrees to hold the conference by telephone, make sure you give the Tribunal your phone number. Also tell the Tribunal office if your number

changes while we are dealing with your application. At the time listed on the conference notice, wait near the phone with the T documents and any other papers you think may be useful during the conference. Have a pen and paper ready so you can make notes. The Tribunal Member or Conference Registrar will phone you and you will have a three way telephone conversation involving the Tribunal Member or Conference Registrar and the Department's representative.

What should you bring to the conference?

any papers sent to you from the Tribunal;  
papers sent to you from the Department after you lodged your application; any other papers that have been sent to you by the Department or another Tribunal; any letters you have written to the Department, any other Tribunal or the AAT; anything else you think is important for the Tribunal to be aware of - for example, medical reports, letters from friends or organisations that may be helpful to your case.

Do you have to come to the Tribunal for a conference?

It is very important that you attend the conference. If you are unable to attend on the date arranged for any reason, you must tell the Tribunal so that another conference can be arranged.

**If you don't attend a conference, or cannot be reached on the telephone number you gave to the Tribunal and you haven't told the Tribunal, your application may be "dismissed". This means it will be brought to an end and you will have to make another application if you want the Tribunal to continue dealing with your case.**

How long will the conference last?

Generally, conferences last about 45 minutes, but sometimes can take up to an hour. If there is an interpreter, it could take longer. Be sure to allow at least an hour.

Is the conference held in private?

Conferences are held in private.

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