

Participation Notice

Section 62 of the *Administrative Review Tribunal Act 2024* allows for a decision maker who has previously provided an election notice to the Tribunal, to apply to participate in a particular proceeding or a particular Tribunal case event by lodging written notice with the Tribunal. The Tribunal will then decide whether the decision maker should participate in the proceeding or case event. You should use this form to provide the Tribunal with written notice.

It is the responsibility of the party completing this form to advise other parties in a proceeding to their request and to provide them with a copy of this notice.

This form should only be used by decision-makers who have given or are taken to have given an election notice in relation to a kind of proceeding or a kind of case event

SECTION 1 NON-PARTICIPATING PARTY REQUESTING TO PARTICIPATE

Name and position of person completing the participation notice

Name: Position:

Agency name:

Are you electing to participate in a proceeding?

- Yes – go to Section 2
- No – go to Section 3

SECTION 2 REQUEST TO PARTICIPATE IN A SINGLE PROCEEDING

Tribunal case number

Why are you requesting to participate in this proceeding?

SECTION 3 REQUEST TO PARTICIPATE IN A CASE EVENT

Tribunal case number

What case event are you requesting to participate in?

Why are you requesting to participate in this case event?

SIGNATURE

Signature

Date

WHAT DO WE DO WITH INFORMATION GIVEN TO US?

We collect information from you to process your application and to carry out the review under the *Administrative Review Tribunal Act 2024*.

We give a copy of the form to the department or organisation that made the decision you want reviewed. We may also give a copy to any other person that is a party to the review.

If you give us other information during the review that another party does not have, we will usually give them a copy.

Limited information about is usually made available to the public on request and can be accessed using *eCase Search* on our website. This information includes the names of the parties and any representatives, the type of application, dates of conferences, hearings or other case events, the types of key documents lodged by the parties and the outcome of an application.

More information is usually made publicly available if we hold a hearing and make a decision. If we prepare a written statement of the reasons for our decision in your case, it will usually be made public and published on the internet, including on the AustLII website (www.austlii.edu.au).

For more information see our website (www.art.gov.au), and our Privacy Policy. Our Privacy Policy includes information about how you can access and seek correction of your personal information, make a complaint about the way we have handled your personal information and how we will deal with such a complaint.

More information about the Administrative Review Tribunal

For more information about the Tribunal and how we conduct reviews go to our website or call us. Our staff can give you information about procedures but cannot give you legal advice.

HOW DO I SUBMIT THIS FORM?

You can send us your form by email, post or deliver it to a registry.

Email: reviews@art.gov.au

Post: Administrative Review Tribunal, GPO Box 9955, Your capital city (Northern Territory residents should write to Adelaide) or Administrative Review Tribunal, c/- Supreme Court of Norfolk Island Registry, Kingston, Norfolk Island 2899

In person:

ADELAIDE Level 2 1 King William St ADELAIDE SA 5000	BRISBANE Level 6 295 Ann St BRISBANE QLD 4000	CANBERRA Level 8 14 Moore St CANBERRA CITY ACT 2600	HOBART Edward Braddon Building Commonwealth Law Courts 39–41 Davey St HOBART TAS 7000
MELBOURNE Level 4 15 William St MELBOURNE VIC 3000	NORFOLK ISLAND Supreme Court of Norfolk Island KINGSTON Norfolk Island 2899	PERTH Level 13 111 St Georges Terrace PERTH WA 6000	SYDNEY Level 6 83 Clarence St SYDNEY NSW 2000

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged).

Non-English speakers can call the Translating and Interpreting Service on 131 450 and ask them to call the ART.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service.

For more information visit www.accesshub.gov.au

Website: www.art.gov.au