

Note for legal and other representatives – Tribunal processes

The purpose of this Note is to provide general information to legal practitioners and other representatives appearing before the Administrative Review Tribunal (the Tribunal).

If you are a legal practitioner or other representative who has appeared at the former Administrative Appeals Tribunal, you may notice some changes to review processes now that the new Tribunal has commenced.

Legal practitioners and other representatives appearing before the Tribunal should read the *Administrative Review Tribunal Act 2024* (ART Act) and, additionally, familiarise themselves with the [Tribunal's Practice Directions](#), which provide important guidance on the processes to be followed in reviews.

Timeliness

Consistent with our objectives and the emphasis on quick resolution of applications for review in the ART Act, the Tribunal will strive to deliver timely reviews. This will be reflected in a range of measures designed to support the timely processing of reviews from lodgement through case management and dispute resolution (where appropriate), to hearing and decision by members.

What does this mean for you?

- All relevant material should be provided ahead of scheduled hearing dates and with sufficient time to enable consideration of the material before the hearing, and within timeframes specified in any directions.
- Where members agree to accept material following a hearing, the timeframe provided will be as short as the principles of procedural fairness permit.
- Requests for adjournment will be granted only where there is a good reason for doing so and it is fair to do so in all the circumstances. Parties should not assume a request for an adjournment will be granted. That is so even if all parties agree.
- Representatives will be expected to comply with Tribunal directions in the same way that they are expected to comply with court directions and should be aware that non-compliance may have serious consequences.
- Requests for additional time in which to provide material will be carefully considered. Parties to reviews should not assume requests will be granted. That is so even if all parties agree.
- Where parties are invited to nominate potential hearing dates, those dates should be as early as possible.
- Requests for a particular hearing modality should be accompanied by an outline of the reasons for the request and any supporting documentation where the request relates to the ability of a party to participate in the hearing other than by the nominated modality.

You should also be aware that the Tribunal is developing new processes for the management of cases prior to allocation to members, including the exercise of new registrar powers.