



Administrative
Appeals Tribunal

ANNUAL REPORT

2015–16

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Website

www.aat.gov.au

ANNUAL REPORT

2015–16

This report

An electronic version of this annual report is on the AAT's website at <http://www.aat.gov.au/about-the-aat/corporate-information/annual-reports>.

More information about the Tribunal is on the website, www.aat.gov.au.

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Administrative Appeals Tribunal

28 September 2016

Senator the Hon George Brandis QC
Attorney-General
Parliament House
CANBERRA ACT 2600

Dear Attorney-General

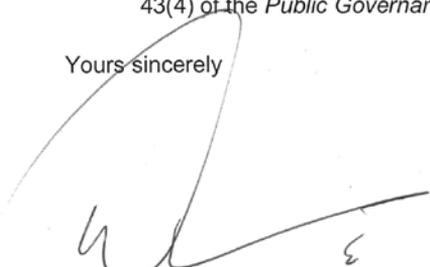
We are pleased to present to you the annual report of the Administrative Appeals Tribunal for the year ended 30 June 2016 in accordance with section 24R of the *Administrative Appeals Tribunal Act 1975* and section 46 of the *Public Governance, Performance and Accountability Act 2013*. The report includes information about the operation of the Tribunal's divisions and the Immigration Assessment Authority.

This report has been prepared in accordance with the requirements for annual reports prescribed by sections 17AB to 17AJ of the *Public Governance, Performance and Accountability Rule 2014*.

The report includes:

- the annual performance statement for the Tribunal in accordance with paragraph 39(1)(b) of the *Public Governance, Performance and Accountability Act 2013* and section 16F of the *Public Governance, Performance and Accountability Rule 2014*, and
- the annual financial statements for the Tribunal in accordance with subsection 43(4) of the *Public Governance, Performance and Accountability Act 2013*.

Yours sincerely



DUNCAN KERR
President



SIAN LEATHEM
Registrar
Accountable Authority

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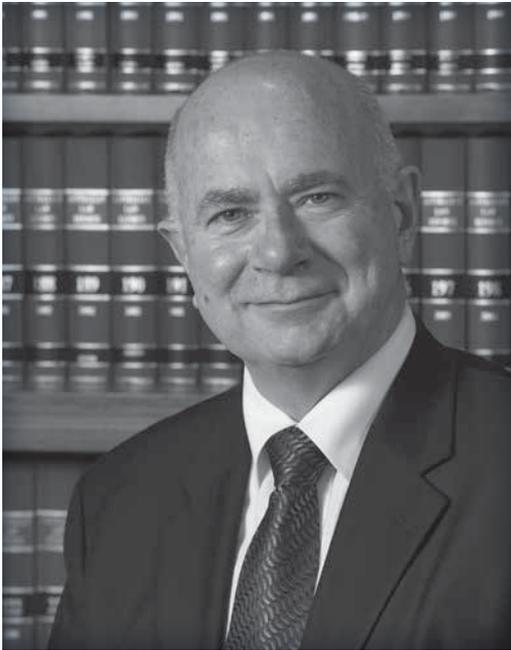
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CHAPTER 1

// The year in review

President's overview



Justice Kerr

The 2015–16 financial year was the 40th year of operation of the Administrative Appeals Tribunal (AAT) and also the first since we merged with the former Migration Review Tribunal (MRT), Refugee Review Tribunal (RRT) and Social Security Appeals Tribunal (SSAT). This first annual report of the amalgamated AAT therefore covers a year of significant change. As a result of amalgamation, the AAT has grown and evolved to match much more closely what the Commonwealth Administrative Review Committee (Kerr Committee) recommended when it first proposed the creation of a generalist Commonwealth merits review tribunal some 45 years ago.

We became a significantly larger entity on 1 July 2015, expanding from an organisation with 155 full-time equivalent members and staff in 2014–15 to one with more than 700 full-time equivalent members and staff in 2015–16. I am very proud of what our staff and members, those already with the AAT and those who became part of the Tribunal as a result of this expansion, have achieved over the past 12 months. While recognising we still have much to do, it is

important to acknowledge how far we have come in building our amalgamated Tribunal, notwithstanding many challenges. Crucially, we were able to ensure continuity of operations in all eight divisions of the AAT during this period of change.

Tribunal integration in 2015–16

In 2015–16 we started building a truly integrated and national Tribunal that will continue to deliver high-quality, effective and efficient merits review.

We established a new senior management team and new governance arrangements, including key committees and groups to support the President and Registrar. We welcomed the Attorney-General's appointments of Ms Jan Redfern, Mr Bernard McCabe and Mr Jim Walsh as Deputy Presidents and Division Heads in February and March 2016. Dr Irene O'Connell ably acted as the Migration and Refugee Division Head before Ms Redfern's appointment, and Mr Walsh moved from being the acting Social Services and Child Support Division Head to its inaugural Division Head. Mr McCabe is the inaugural Division Head of the Taxation and Commercial Division.

We developed our Strategic Plan 2015–20 which provides a focus for our activities and will guide our decision-making for the coming years. The plan identifies our major priorities: to create an integrated, national Tribunal; to improve how we work and maximise our use of technology; to nurture relationships and partnerships, particularly with our members, staff and key stakeholders; and to make the best use of our resources and build capacity in delivering merits review.

Working groups were established to develop recommendations for harmonising and enhancing our operations in three critical areas: the client service group considered front-line services for parties and representatives and some case-related administrative functions; the member support group looked at the provision of high-quality administrative, legal and decision-preparation support to members; and the listings and

proceedings group considered issues relating to case pathways, the allocation of cases to members and conference registrars, and the scheduling of proceedings.

On 1 July 2015, we inherited multiple accommodation holdings in each state capital city. We made considerable progress during the reporting year on our plan to move to one location in each city. We achieved this aim in Hobart and Sydney, and are well advanced in our planning to do the same in Adelaide, Brisbane, Melbourne and Perth.

The work we have done on creating an effective, integrated organisation has also involved building a common culture. When humans create organisations, inevitably they build and reinforce cultural norms. Such cultural norms have much positive work to do and are essential in transmitting and reinforcing values. Our goal is to continue to create a culture that values collaboration, where members and staff share common commitments.

A significant event during the reporting year designed to support this goal was the first National Conference of the amalgamated AAT, which was held in May 2016. The conference focussed on professional development in relation to the core competencies required when undertaking merits review across the Tribunal. The conference also proved to be an excellent opportunity for members and senior staff from our registries Australia-wide to come together for the first time to get to know each other. We must continue to ensure that opportunities for training and professional development remain central to our ethos.

Tribunal membership and performance in 2015–16

We welcomed the appointment of 56 new members and the re-appointment of 83 serving members in 2015–16 with significant rounds of appointments announced in February, March and May.

In the same period, the appointments of 45 members expired. Amongst those whose terms came to an end were a number of long-serving members of the AAT and of the former MRT, RRT and SSAT. I thank all those members for their dedicated service.

We commenced the financial year with fewer than anticipated members transferring to the AAT from the former MRT and RRT. We then experienced some delays in appointments to address that shortfall. That, coupled with some reduced capacity while new members developed their knowledge and skills in their new roles, had an impact on the number of cases we were able to finalise in 2015–16. We are grateful that the Attorney-General has recognised and addressed this issue by settling a protocol to streamline the appointment process for the future.

With the amalgamation of the tribunals, the number of applications lodged with the AAT increased significantly, from 6,581 in 2014–15 to more than 41,000 in 2015–16. Total lodgements in the reporting year were also three per cent higher than the number of applications lodged in the three pre-amalgamation tribunals in 2014–15. There were increases in applications in most of our major areas of work when compared to applications in the previous year.

The AAT finalised more than 38,000 applications in 2015–16, nine per cent fewer than the number finalised by the pre-amalgamation tribunals in 2014–15. While we were able to increase the number of reviews completed in some areas of work, particularly the Social Services and Child Support Division, the overall reduction in finalisations led to an increase in the total number of applications on hand at 30 June 2016, particularly in the Migration and Refugee Division. We met our target of finalising 75 per cent of cases within 12 months, with many cases finalised within shorter timeframes. However, our timeliness worsened in some areas, including refugee decision-making. We aim to address these issues in 2016–17 with focussed strategies for dealing with backlogs in particular caseloads.

Other activities

The Tribunal continued to engage with other national and international organisations relevant to the work of the AAT in 2015–16. Members and staff continue to participate in the work of the Australian Institute of Administrative Law and the Council of Australasian Tribunals.

The AAT is also a member of the International Association of Supreme Administrative Jurisdictions. I attended the Association's 12th Congress in May in Turkey. The theme was "Alternative Dispute Resolution in Administrative Matters", a topic in relation to which the AAT was well-placed to make a contribution. Alternative dispute resolution is a key part of our review process in a number of areas of our work. The AAT's Director of Alternative Dispute Resolution prepared the Australian national report for the Congress, in conjunction with the Federal Court of Australia.

The President of the AAT is an ex-officio member of the Administrative Review Council. Under section 51(1) of the *Administrative Appeals Tribunal Act 1975*, the Council's functions include keeping the Commonwealth administrative law system under review, monitoring developments in administrative law and recommending improvements that might be made to the system. The Council's most recent report was Report No 50 *Federal Judicial Review in Australia*, published in 2012. Since that time, no appointments have been made to the Council. As a result, the Council's statutory functions, including its duty to provide a report of its operations to the Parliament, were unable to be discharged in 2015–16.

The Immigration Assessment Authority, a body established to undertake fast track reviews of decisions to refuse protection visas to certain unauthorised maritime arrivals, is legally distinct from the AAT. However, the President also heads the IAA, and the AAT provides the IAA with accommodation and administrative support. The IAA began to receive referrals of refused applications during this reporting period. Referrals began to increase in the final months of 2015–16, and are expected to increase rapidly in 2016–17.

Looking ahead

With the terms of a significant number of AAT members expiring in 2016–17, we look forward to the implementation of the protocol in relation to member appointments so that there is no interruption to the capacity of the AAT to undertake our work. More generally, we want to use our members and staff most effectively to deal with our caseload, and this requires appropriate cross-assignment of members and the integration of registry and support services provided by staff. I am grateful to the Attorney-General for his decision to delegate the power to cross-assign members to the President.

Some heritage constraints have limited the AAT's capacity to utilise our resources most effectively. Many of those constraints are the legacy of differences in statutory procedures that were left untouched in the translation of the former stand-alone tribunals to divisions of the AAT. That is an observation, not a criticism. It is doubtful that any amalgamation could have been achieved in the time required by the Government, or at all, without a pragmatic decision by all concerned in its design to not let the perfect become the enemy of the good. However, with that goal achieved, the AAT has identified the task of harmonising our procedures to the greatest degree possible as our highest priority.

This does not mean throwing out the baby with the bathwater. Integration does not require uniformity—indeed it would be folly to work on the premise that one size can fit all. As my predecessor as the President of the AAT, the Honourable Justice Garry Downes AM, noted in a paper marking the 30th anniversary of the Tribunal, each of the Tribunal's major jurisdictions "has particular characteristics that impact on the way in which those cases proceed towards resolution". His Honour recognised, as all generalist tribunals must, that jurisdiction-specific guidelines or practice directions can assist "to ensure that the case management process is best adapted to the nature of the case".

However, the existing reality at this stage of the AAT's amalgamation can be compared to the bringing together of different state rail systems but leaving for future consideration inefficiencies due to different heritage rail gauges, different systems for managing freight consignment, and different rules for engine drivers operating the system's freight and passenger trains.

We have identified a number of key areas where the AAT believes harmonising practices and procedures would improve the experience of users of the AAT, the performance of the AAT, and the functioning of the administrative decision-making system. The AAT will seek to work with Government on these issues. We will also continue to harmonise non-legislative areas of differences to identify and implement improvements in the way different types of cases are managed.

We will continue to work on developing a shared culture as well as consolidating our offices and integrating our systems. I recognise and thank all members and staff for their forbearance in remaining committed to the AAT's objective through this period of great change.

Achieving the full benefits of integration will require time coupled with a clear and positive strategy. Recognising the large commitment our members and staff have made to ensure the success of our first year as an amalgamated Tribunal, I am confident that the AAT is well on the way to achieving this.

Registrar's review



Sian Leathem

It has been a privilege to be Registrar of the AAT during the first year of operations following the amalgamation of the AAT with the MRT, RRT and SSAT. The first year of the amalgamated Tribunal has seen considerable strategic planning, organisational development and progress in relation to harmonisation and integration initiatives. Creating an integrated Tribunal from three former tribunals is a complex task that has many elements. However, we must also ensure during this time of considerable change that we continue to provide excellent service to our users in delivering merits review of administrative decisions.

Our Strategic Plan 2015–20 was developed following consultation with our members and staff across Australia. The plan sets out our vision to be an expert and innovative Tribunal that delivers accessible, high-quality and timely reviews. Set out below are our key achievements during the reporting period in relation to the four strategic priorities identified in the plan.

Creating an integrated, national Tribunal

In 2015–16, the integration of corporate and other whole-of-tribunal functions in the amalgamated AAT's Principal Registry was undertaken as a priority, along with the establishment of a suite of committees and groups to provide advice, oversight and forums for consultation with members and staff. Our three senior executives with responsibility for divisional operations were rotated midway through the year to strengthen capacity across the AAT's divisions at the senior executive level.

We co-located our offices in two cities during the reporting year, which will result in significant savings in property costs, with further consolidation of our accommodation portfolio to come next year. In Perth, we moved to having a single District Registrar providing management and leadership across divisions. We also advanced our plan to implement a national registry model which will result in us processing and supporting all types of applications in each state and territory where the AAT is located.

We began the work of reviewing current administrative practices in the different divisions with a view to harmonising procedures where appropriate. In Sydney, a client services team was formed to provide integrated front-line services for all divisions in that location. To assist staff to work across divisions, all procedural information is now accessible through a single electronic index.

Transforming how we work and maximising our use of technology

During the reporting year, we implemented an integrated intranet for the organisation and a single payroll system. We undertook further work on the integration of our IT networks, enhanced our IT systems to improve network management activities and security compliance, continued to improve the effectiveness of our electronic case management systems, and pursued projects to improve the digital management of our records. We also explored ways to consolidate information from our different case management systems, building tools that manage room bookings and allow case searches across divisions.

At amalgamation, applicants were able to lodge applications online in the Migration and Refugee Division and the Social Services and Child Support Division. In April 2016, we launched a portal that allows users to make online applications in the other divisions. The convenience of being able to apply online is now available for any type of decision that we can review.

Engaging with our stakeholders, members and staff

The AAT has a broad range of stakeholders, including our users, agencies and organisations that make administrative decisions we can review, peak bodies for persons who represent parties at the Tribunal and community and advocacy organisations. During the reporting year, we developed a framework for engaging with our stakeholders based on the principles of openness, transparency and inclusiveness. The framework supports our performance in relation to several areas of activity identified in the Council of Australasian Tribunals' *International Framework for Tribunal Excellence*.

In May 2016, we commissioned a user feedback survey that sought the views of our users about the services we provide. We are currently reviewing the results, including identifying areas where we could make improvements.

We also implemented a range of mechanisms for engaging and communicating with members and staff. These include ongoing consultation forums, a monthly newsletter and a range of other channels to encourage internal communication.

Optimising our resources

We are committed to the professional development of our members and staff. We established a Member Professional Development Advisory Group in 2015–16 and, following a comprehensive training needs analysis, developed a calendar of training events. A number of courses were designed to assist members and staff adapt to the changes associated with the amalgamation.

Enterprise bargaining for the amalgamated AAT commenced on 16 July 2015 and management continues to negotiate with bargaining representatives in relation to a new enterprise agreement.

The AAT operated in a tight fiscal environment during 2015–16. There were challenges in managing whole-of-government savings initiatives, specific savings arising from amalgamation, consolidation and co-location expenses and delays in member appointments. However, the Tribunal continued to deliver our core services in accordance with our statutory objective, completing a significant number of reviews.

Looking ahead

In 2016–17, a key focus area for the Tribunal will be commencing the process of transitioning from delivering our registry services within divisional frameworks to providing a more integrated registry service. We will implement, within our operational areas, a new functional senior executive structure that will achieve a greater whole-of-tribunal focus. We will also engage a consultant to review our current registry operations and develop a roadmap for integrating our registry services.

Another priority area will be starting work on our revised digital services strategy which will be settled in early 2016–17. Our aim is to develop a suite of integrated systems over a period of three to five years that will offer parties and representatives a range of online services that make it easier to deal with us. We will provide our members and staff with a range of digital tools to help them work more effectively and efficiently. Initiatives such as a more intuitive website, enhanced options for information exchange and communications, and improved case and records management systems will support better and more innovative review processes.

These activities, as well as the pursuit of greater harmonisation in our procedures and a funding model with an appropriate mechanism for responding to workload changes, will be important in ensuring that we are able to perform our statutory function in the most effective, efficient and timely manner into the future.

Finally, I would like to extend my thanks to the staff and members of the AAT for their efforts in building our organisation in this first year of the amalgamated Tribunal's operations and coping so well with the many challenges and uncertainties that such change brings. While our achievements are the result of the hard work of many people, I would particularly like to acknowledge Mr Rhys Jones, the AAT's Executive Director of Corporate Services, who played a key role in relation to the amalgamation. He retired in May 2016 after a career of almost 40 years in the Australian Public Service, many of which were spent in tribunals. We wish him well.

CHAPTER 2

// Overview of the AAT

The AAT was established by the *Administrative Appeals Tribunal Act 1975* and commenced operations on 1 July 1976. On 1 July 2015, the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were amalgamated with the AAT in accordance with the *Tribunals Amalgamation Act 2015*.

Our role and function

The AAT conducts independent merits review of administrative decisions made under Commonwealth laws. We review decisions made by Australian Government ministers, departments and agencies and, in limited circumstances, decisions made by state and territory government and non-government bodies. We also review decisions made under Norfolk Island laws.

The AAT's functions, powers and procedures are set out primarily in the Administrative Appeals Tribunal Act, Parts 5 and 7 of the *Migration Act 1958* and in social services legislation that confers jurisdiction on us.

Our jurisdiction

The AAT can review decisions made under more than 400 Commonwealth Acts and legislative instruments. A person can only apply to us for a review of a decision if a law states that we can review the decision. We do not have a general power to review decisions.

The types of decisions that we most commonly review relate to:

- child support
- Commonwealth workers' compensation
- family assistance and social security
- migration and refugee visas
- taxation, and
- veterans' entitlements.

We also review a wide range of other decisions, such as decisions about Australian citizenship, bankruptcy, civil aviation, corporations and financial services regulation, customs, freedom of information (FOI), the National Disability Insurance Scheme (NDIS), paid parental leave, passports and security assessments by the Australian Security Intelligence Organisation (ASIO).

We can review decisions made under 38 Norfolk Island laws including decisions about customs, planning and social services.

The list of Commonwealth and Norfolk Island laws, under which decisions may be made that can be reviewed by the AAT is on our website.

Our powers

Merits review of an administrative decision involves taking a fresh look at the facts, law and policy relating to that decision. The AAT considers all the material before it, and decides what is the legally correct decision or, if there can be more than one correct decision, the preferable decision. We can exercise all the powers and discretions available to the original decision-maker and we have the power to:

- affirm a decision
- vary a decision
- set aside a decision and substitute a new decision, or
- remit a decision to the decision-maker for reconsideration.

Our outcome, programme and purpose

The AAT's sole outcome in the 2015–16 Portfolio Budget Statements is:

Access to a fair, just, economical, informal and quick review mechanism for applicants through reviews of government administrative decisions, including dispute resolution processes and independent formal hearings.

We are a single programme agency.

The outcome and programme reflect our statutory objective in section 2A of the Administrative Appeals Tribunal Act. In carrying out our functions, we must pursue the objective of providing a mechanism of review that:

- is accessible
- is fair, just, economical, informal and quick
- is proportionate to the importance and complexity of the matter, and
- promotes public trust and confidence in the decision-making of the AAT.

The AAT provides administrative justice for individuals and organisations seeking to challenge decisions that affect their interests and, more broadly, contributes to improving the quality of government decision-making.

Our organisation

The AAT consists of the President and other members who may be appointed as Deputy Presidents, Senior Members or Members. Their primary role is to hear and decide applications for review of decisions.

Applications made to the AAT are managed in one of eight divisions:

- Freedom of Information Division
- General Division
- Migration and Refugee Division
- National Disability Insurance Scheme Division
- Security Division
- Social Services and Child Support Division
- Taxation and Commercial Division, and
- Veterans' Appeals Division.

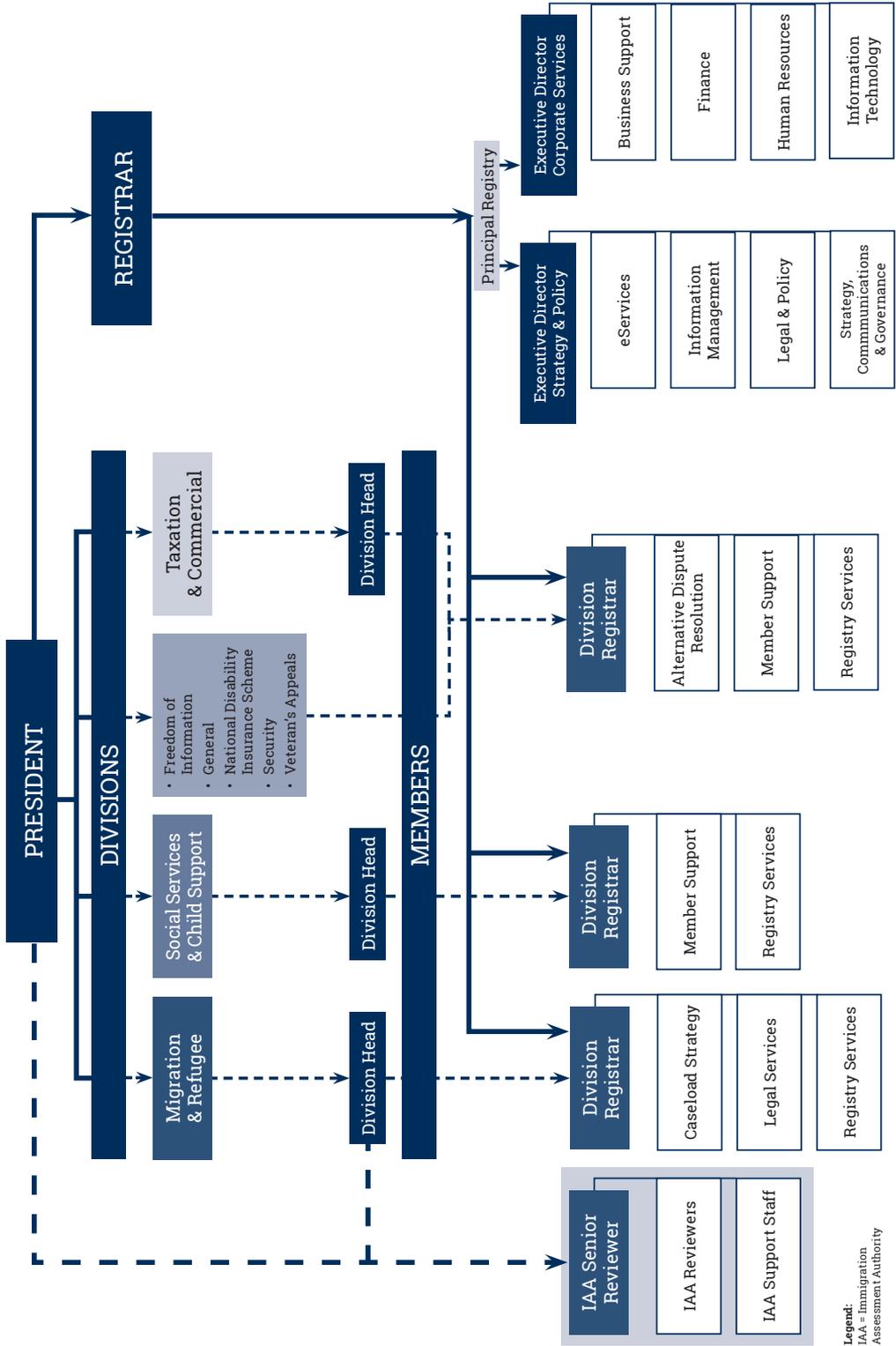
A Deputy President may be assigned as the Head of one or more divisions. A Deputy President or Senior Member may be assigned as the Deputy Head of one or more divisions.

The President is responsible for the overall management of the Tribunal with the assistance of the Division Heads and the Registrar, and staff assist the AAT to carry out our functions.

The AAT also hosts the Immigration Assessment Authority, a separate office within the Migration and Refugee Division. More information about the Immigration Assessment Authority is in Chapter 5.

Figure 2.1 shows our organisational structure.

Figure 2.1 Organisational structure, 30 June 2016



Members of the AAT

AAT members are appointed by the Governor-General on a full-time or part-time basis for a term of up to seven years. Members may be reappointed.

Qualification requirements for the various member categories are in the Administrative Appeals Tribunal Act. The President of the AAT must be a judge of the Federal Court of Australia. The other members may be:

- judges of the Federal Court or Family Court of Australia
- lawyers of at least five years standing, or
- persons with relevant knowledge or skills.

Members of the AAT come from a variety of backgrounds with expertise in areas such as accountancy, aviation, disability, engineering, law, medicine, migration, military affairs, public administration, science, social welfare and taxation.

The President and Deputy Presidents can exercise powers in any of the AAT's divisions. Senior Members and Members may only exercise powers in the division or divisions to which they are assigned.

At 30 June 2016, there were 331 members of the AAT. Table 2.2 shows the breakdown of the membership by category. Appendix 1 lists all AAT members at 30 June 2016, including the divisions to which each Senior Member and Member was assigned.

Table 2.2 Tribunal membership, 30 June 2016^a

CATEGORY OF MEMBER	JUDGE (WOMEN)	FULL-TIME (WOMEN)	PART-TIME (WOMEN)	TOTAL (WOMEN)
President	1 (0)			1 (0)
Deputy Presidents:				
Federal Court judges	13 (4)			13 (4)
Family Court judges	6 (3)			6 (3)
Non-judicial		9 (3)	6 (1)	15 (4)
Senior Members		24 (12)	16 (5)	40 (17)
Members		61 (28)	195 (111)	256 (139)
TOTAL	20 (7)	94 (43)	217 (117)	331 (167)

^a These figures include 20 members whose terms of appointment expired on 30 June 2016.

President, Division Heads and Deputy Division Heads

The President of the AAT is the Hon Justice Duncan Kerr *Chev LH*. He was appointed a judge of the Federal Court on 10 May 2012 and President of the AAT on 16 May 2012, for a term of five years.

Table 2.3 lists the AAT's Division Heads and Deputy Division Heads at 30 June 2016.

Table 2.3 Division Heads and Deputy Division Heads, 30 June 2016

DIVISION	NAME
Division Heads	
Migration and Refugee Division	Deputy President Jan Redfern PSM
Social Services and Child Support Division	Deputy President Jim Walsh
Taxation and Commercial Division	Deputy President Bernard McCabe
Deputy Division Heads	
Migration and Refugee Division	Senior Member Dr Irene O'Connell ^a
Social Services and Child Support Division	Senior Member Suellen Bullock
Social Services and Child Support Division	Senior Member Irene Tsiakas

^a Dr O'Connell was the acting Division Head of the Migration and Refugee Division before the appointment of Deputy President Redfern.

See Appendix 1 for profiles of the President, Division Heads and Deputy Division Heads.

Staff of the AAT

The Registrar is a statutory office holder appointed by the Governor-General on the nomination of the President. In addition to assisting the President in managing the AAT's administrative affairs, the Registrar undertakes functions relating to the management of applications conferred by the Administrative Appeals Tribunal Act and other enactments. The Registrar is Sian Leathem who began a five-year appointment on 7 April 2015.

During 2015–16, the President, the Division Heads and the Registrar were assisted by five officers in Senior Executive Service (SES) positions. Table 2.4 lists the SES employees at 30 June 2016. For information on their areas of responsibility, see Figure 2.1.

Table 2.4 Senior Executive Service employees, 30 June 2016

POSITION	NAME
Division Registrar, FOI, General, NDIS, Security, Taxation and Commercial and Veterans' Appeals Divisions	Elizabeth Connolly (A/g)
Division Registrar, Migration and Refugee Division	Carolyn Krochmal (A/g)
Division Registrar, Social Services and Child Support Division	Jacqueline Fredman
Executive Director, Corporate Services	Dobe Temelkovski (A/g) ^a
Executive Director, Strategy and Policy	Christopher Matthies

^a Rhys Jones held this position before he left the Tribunal in May 2016.

Other staff are employed under the *Public Service Act 1999* as ongoing, non-ongoing or intermittent employees. At 30 June 2016, there were 530 staff. See Chapter 4 and Appendix 2 for more detailed staffing information.

Registries

District Registries

Applicants and other users of the Tribunal are able to access the AAT through registries in each state capital city, in the Australian Capital Territory, and through arrangements for the provision of registry services on Norfolk Island. We provide services to users in the Northern Territory from our registries.

Staff in AAT registries:

- process applications and facilitate the listing and conduct of alternative dispute resolution processes and hearings
- liaise with parties and representatives about their cases and give them information about the AAT's operation and procedures, and
- provide administrative and other support services to conference registrars and members.

Conference registrars conduct the majority of the alternative dispute resolution processes which are held by the AAT in certain divisions. At 30 June 2016, dedicated national teams provided caseload support and legal services for the Migration and Refugee Division and member support services for the Social Services and Child Support Division.

Principal Registry

Principal Registry staff advise and assist the President and the Registrar in managing the AAT's administrative affairs, and provide services to members and staff. They are responsible for business support, corporate legal and policy support, financial and human resource management, library and information services, strategy, communications and governance support and technology services.

Our processes

In general, the procedures that applied to the conduct of reviews in the AAT, MRT, RRT and SSAT were preserved in the Administrative Appeals Tribunal Act, the Migration Act and relevant social services legislation from 1 July 2015. Our review processes vary according to the type of decision we are reviewing, and the differences reflect particular legislative requirements as well as particular strategies we use to manage the broad range of decisions we can review.

The core elements of our processes are outlined below.

Our procedures are designed to give an applicant and any other party to a review a reasonable opportunity to present their case. While parties may elect to be represented or assisted by a representative, a significant proportion of parties represent themselves and we have designed our procedures to facilitate their participation in the review. Details of the accessibility measures we employ, including the use of interpreters, are in Chapter 3.

Our review process

When a valid application is lodged with us, we notify the decision-maker of the application. The decision-maker must then give us a statement of reasons for the decision and all of the documents they hold that are relevant to the review. In divisions other than the Migration and Refugee Division, the decision-maker must give a copy of the documents to the applicant and any other party at the same time. In the Migration and Refugee Division, the applicant may request a copy of the documents we hold.

A key feature of merits review is the opportunity for the applicant and any other party to give us new information to consider in the review. We may invite or direct a party to give us information that will be relevant to the case at different stages of the review process. The AAT also has the power to require non-parties to give us documents that are relevant to a review.

In most cases in the Migration and Refugee Division and the Social Services and Child Support Division, the applicant and any other party is invited to attend a hearing. The decision-maker is not represented.

In our other divisions, the decision-maker is an active participant in the review. When possible, we help the parties try to reach an agreed outcome while ensuring cases are prepared for a hearing if they cannot be resolved by agreement. We use alternative dispute resolution processes in many of these cases, mainly conferences and conciliation but also mediation, case appraisal and neutral evaluation. Members hold directions hearings to manage some types of cases in these divisions in which the decision-maker participates in the review. We also use directions hearings to manage child support cases in the Social Services and Child Support Division.

A hearing gives an applicant, and any other party, an opportunity to provide evidence and present arguments about the decision under review. It also allows the Tribunal to ensure that the issues arising in the review are addressed. A hearing is conducted by the member or members who are directed by the President to constitute the Tribunal for the purposes of the review. The Tribunal may be constituted by one, two or three members but most reviews are conducted by a single member. The Tribunal is not bound by the rules of evidence and aims to conduct hearings with as little formality and technicality as is appropriate in the circumstances.

Hearings are held in person, by telephone and by video. They are conducted in public, unless the Tribunal directs that a hearing be held in private or legislation requires a private hearing. Hearings must be held in private in refugee cases in the Migration and Refugee Division, in applications for review of ASIO security assessments, and in all cases in the Social Services and Child Support Division.

Following the hearing, the Tribunal makes a decision on the review and must give reasons for that decision. The decision and reasons may be given orally on the day or they may be sent in writing at a later date.

The AAT publishes a selection of decisions made in the Migration and Refugee Division and the Social Services and Child Support Division. Most decisions made in other divisions are published.

Directions, guides and guidelines

We prepare and publish a range of documents detailing our policies and procedures which are designed to help parties and their representatives understand our processes and what is expected of them during a review.

The President issues practice directions and jurisdictional guides which explain the procedures that apply for particular types of applications. Other presidential directions and guidelines deal with particular aspects of our operations such as the allocation of cases to divisions, how the Tribunal is constituted for a review and the use of expert evidence. We have also developed process models that describe each stage of our alternative dispute resolution processes, and a policy that guides the referral of applications to those processes.

A revised set of practice and procedure documents was developed for the amalgamated AAT. We released an updated General Practice Direction which explains procedures that apply across divisions. We issued new practice directions for applications in the Migration and Refugee Division, child support cases in the Social Services and Child Support Division, and applications for review of taxation and commercial decisions. We also developed a combined guide which covers the two levels of review of Centrelink decisions that are available in the AAT: first review in the Social Services and Child Support Division and second review in the General Division.

The full suite of practice documents is on the AAT website.

Additional functions conferred on AAT members

As well as performing their role under the Administrative Appeals Tribunal Act, AAT members may, in their personal capacity, exercise powers under a range of other Acts.

Warrants, controlled operations and other functions

Members of the AAT who meet the qualification requirements set out in the relevant legislation may be nominated by the responsible Minister to:

- issue delayed notification search warrants and vary controlled operations authorities under the *Crimes Act 1914*
- make continued preventative detention orders under the *Criminal Code Act 1995*
- issue examination notices under the *Fair Work (Building Industry) Act 2012*
- make orders allowing information given to the Inspector of Transport Security to be disclosed to another government agency under the *Inspector of Transport Security Act 2006*
- issue warrants and exercise related powers under the *Surveillance Devices Act 2004*
- issue telecommunications interception warrants, stored communications warrants and journalist information warrants under the *Telecommunications (Interception and Access) Act 1979*, and
- issue search warrants and exercise related powers under the *Tobacco Plain Packaging Act 2011*.

For some of these functions, only the President and Deputy Presidents may be nominated to exercise the power. For other functions, only Senior Members and Members enrolled as a legal practitioner for at least five years may be nominated.

All AAT members are authorised to exercise a range of powers relating to monitoring overseas students' compliance with visa conditions under the *Education Services for Overseas Students Act 2000* and the Migration Act.

Table 2.5 shows the number of occasions on which AAT members considered applications under any of the above Acts over the past three years. There was a further small increase in 2015–16.

Table 2.5 Applications relating to warrants, controlled operations and other functions, 2013–14 to 2015–16

	2013–14	2014–15	2015–16
Number of occasions on which applications considered	2,715	2,786	2,849

The AAT is flexible in performing these functions and members are available outside standard business hours. In the reporting period, 157 out-of-hours appointments were held.

In a proportion of applications, the issue of a warrant or other authorisation is only granted after further information is provided at the request of the authorised member. A small number of warrant applications are refused, and some are only granted after conditions are imposed, including conditions in relation to privacy. In some instances, the warrant is issued for a shorter period of time than that sought by the law enforcement agency.

Proceeds of crime examinations

The President, any Deputy President, and any Senior Member or Member enrolled as a legal practitioner for at least five years, may be appointed by the responsible Minister as an approved examiner under the *Proceeds of Crime Act 2002* or the *Proceeds of Crime Regulations 2002*. Approved examiners are authorised to issue examination notices at the request of the Australian Federal Police and to oversee compulsory examinations in connection with confiscation proceedings.

Table 2.6 shows the number of examination sessions conducted by AAT members in the last three years.

Table 2.6 Examinations held under the *Proceeds of Crime Act 2002*, 2013–14 to 2015–16

	2013–14	2014–15	2015–16
Number of examination sessions held	28	57	49

CHAPTER 3

// Our performance

This chapter reports on the AAT's activities and performance during the reporting year and includes:

- the annual performance statement setting out our results against the performance criteria specified in the Portfolio Budget Statements and our Corporate Plan
- discussion of our financial performance
- information on our caseload and the operation of our divisions, and
- other information relevant to assessing how we are meeting our statutory objective.

Annual performance statement

Introductory statement

I, Sian Leathem, as the accountable authority of the AAT present the 2015–16 annual performance statement of the AAT, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013*. In my opinion, this annual performance statement is based on properly maintained records, accurately reflects the performance of the entity, and complies with subsection 39(2) of the *Public Governance, Performance and Accountability Act*.

Our purpose

As set out in our Corporate Plan, the AAT provides independent merits review of administrative decisions. Our purpose is related to the single outcome and programme that we administer as described in Chapter 2 of this report.

Results

Performance criterion 1: Number of applications finalised

40,669 applications finalised in 2015–16, comprising 6,535 applications finalised without a hearing and 34,134 applications finalised with a hearing

Criterion source

AAT Corporate Plan 2015–16 (page 6) and Programme 1.1, 2015–16 Portfolio Budget Statements, Attorney-General's Portfolio (page 66)

Result against performance criterion

In 2015–16, the AAT finalised 38,146 applications: 14,003 applications finalised without a hearing and 24,143 applications finalised with a hearing.

The total number of applications finalised in 2015–16 was six per cent lower than the estimate set out in the Portfolio Budget Statements. This can be attributed primarily to fewer applications being finalised in the Migration and Refugee Division due to reduced member appointments and the AAT receiving a lower than expected number of applications for review of decisions relating to the National Disability Insurance Scheme during the trial period.

The variation between the estimates and actual results for the number of applications finalised with and without a hearing relates to the way in which those estimates were derived. The estimate for applications to be finalised without a hearing in 2015–16 did not include an estimate for the number of applications that would be finalised in that way in the Migration and Refugee Division and Social Services and Child Support

Division. The estimate for the number of applications to be finalised with a hearing included all anticipated finalisations in those divisions. The actual results for the number of applications finalised without a hearing includes applications finalised in any division other than by way of a formal decision of the Tribunal determining the merits of an application, resulting in a higher number of applications finalised without a hearing and a lower number of applications finalised with a hearing.

Further information relating to the number of applications finalised by division can be found later in this chapter.

Performance criterion 2: Timeliness of finalisation of applications

75 per cent of applications finalised within 12 months of lodgement in 2015–16

Criterion source

AAT Corporate Plan 2015–16 (pages 6-7) and Programme 1.1, 2015–16 AAT Portfolio Budget Statements, Attorney-General's Portfolio (page 66)

Result against performance criterion

In 2015–16, 80 per cent of applications were finalised within 12 months of lodgement, five percentage points above the target.

The time taken to finalise applications varies between the AAT's divisions and for different types of cases within divisions. This reflects a diverse range of factors, including differences in the procedures that apply to the review of decisions across divisions, the nature and complexity of the different types of cases, the priority given to certain types of cases and the overall level of resources available to deal with applications. While we exceeded our overall target and either improved or maintained our timeliness performance in some areas, we did take longer to finalise applications in some other areas of our work during the reporting period. This can be attributed primarily to reductions and uncertainties in relation to member appointments.

Further information relating to the timeliness of the review process by division can be found later in this chapter.

Performance criterion 3: Judicial review outcomes

Less than five per cent of all decisions that have been made by the AAT are set aside on judicial review

Criterion source

AAT Corporate Plan 2015–16 (page 7)

Result against performance criterion

The number of appeals allowed in 2015–16 amounted to 3.3 per cent of all decisions made by the amalgamating tribunals in 2014–15 that could have been appealed to the courts.

While the proportion of decisions set aside by the courts during the reporting period is well within the standard, it is higher than it would otherwise have been as a result of two decisions of the Full Court of the Federal Court that overturned previous judicial interpretation of aspects of the migration law which the former MRT and RRT and the Migration and Refugee Division were bound to apply. Forty per cent of the 723 decisions of the Migration and Refugee Division and the former MRT and RRT that were set aside by the courts during the reporting period were set aside as a result of these decisions. Overall, the number of decisions set aside by the courts as a proportion of all appealable decisions remains low.

Further information relating to outcomes of appeals by division can be found later in this chapter.

Performance criterion 4: Customer satisfaction feedback

The AAT will ask applicants and other stakeholders to share their views about the AAT's services, including by way of a targeted survey in the first half of 2016. The AAT will ask respondents, among other things, about their perception of the AAT's accessibility, fairness, informality and timeliness.

Criterion source

AAT Corporate Plan 2015–16 (page 7)

Result against performance criterion

The AAT engaged ORIMA Research to conduct a user feedback survey in May 2016. A sample of parties and representatives who were involved in cases finalised by the AAT between 1 July 2015 and 29 February 2016 were invited to complete an online questionnaire. The survey asked users for their views on a range of matters, including the process of applying for a review, our website and written communications, dealings with staff, conferences and hearings as well as perceptions of the process overall.

Surveys were completed by 784 parties and 477 legal and other representatives. Overall, parties and representatives were positive in their assessment of the services provided by the Tribunal across the factors measured in the survey.

Further information relating to the survey can be found later in this chapter.

Analysis of performance against our purpose

The amalgamation of the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal with the AAT on 1 July 2015 involved significant change for the Tribunal and our members and staff. Notwithstanding the scale of the change, we were effective in the reporting year in achieving our purpose of providing a mechanism of review of administrative decisions in accordance with our statutory objective. We achieved our planned results in relation to timeliness and quality of decision-making, and obtained positive user feedback about our services. We also largely achieved the planned result in relation to our output with the shortfall in the number of applications finalised attributable primarily to factors beyond the Tribunal's control. As a result of our work during 2015–16, a significant number of individuals and organisations were able to exercise their right to challenge administrative decisions, contributing to the accountability and transparency of government.

Financial performance

When the MRT, RRT and SSAT merged with the AAT on 1 July 2015, all assets, liabilities and commitments of the MRT, RRT and SSAT were transferred to the AAT. We continue to operate as a non-corporate Commonwealth entity under the Public Governance, Performance and Accountability Act and are prescribed as a single non-corporate entity for the purposes of the Act.

The Tribunal was funded in 2015–16 based on a model which took into account the existing funding models of the amalgamating tribunals, including the demand-driven funding model of the MRT and RRT which has regard to the number of reviews finalised. We finalised 38,146 applications in 2015–16 and the revenue as set out below has taken into account an adjustment to appropriation based on the actual number of reviews finalised in the Migration and Refugee Division.

The AAT's financial performance in 2015–16 reflects a challenging first year of amalgamated operations, a tight fiscal environment and complex operational demands. There were challenges in managing savings arising from amalgamation, particularly in relation to the consolidation of our registries, whole-of-government

savings initiatives, including portfolio-specific savings, and delays in member appointments which affected the number of finalisations and related funding. The 2015–16 financial statements report total revenues from ordinary activities of \$125.8 million and expenditure of \$133.9 million. Excluding depreciation worth \$7.4 million, this resulted in a net deficit of \$0.7 million.

The AAT administered application fees on behalf of the Government. Details of administered revenue are set out in the financial statements.

The financial statements for 2015–16, which commence on page 59, have been audited by the Australian National Audit Office.

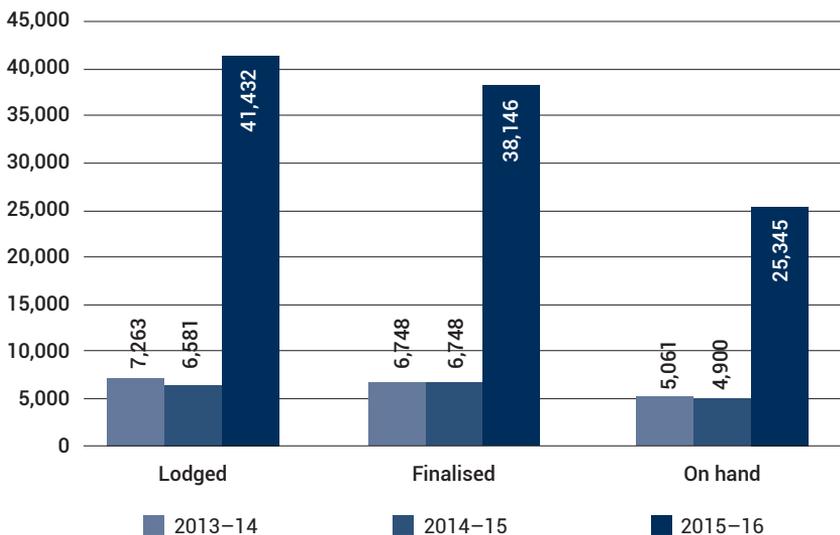
The tables summarising our total resourcing and the total payments we made during the reporting period are in Appendix 3.

Caseload overview

The AAT received 41,432 applications and finalised 38,146 applications in 2015–16. There were 25,345 applications on hand at 30 June 2016.

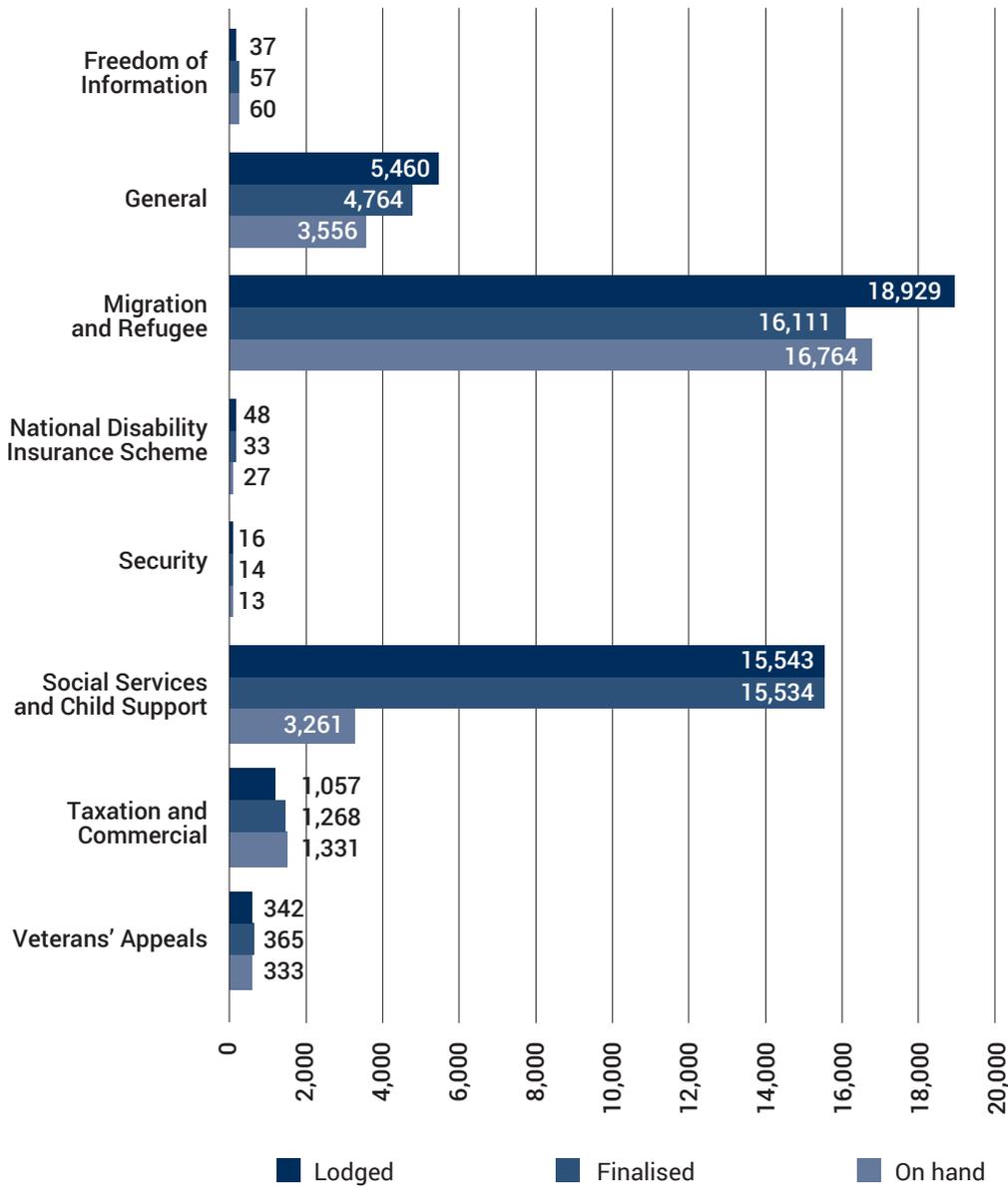
The significant increase in our workload in 2015–16 reflected the amalgamation of the AAT with the MRT, RRT and SSAT on 1 July 2015. Lodgements were more than six times greater than the number of applications lodged in 2014–15, while finalisations grew by more than five times. The number of applications on hand at 30 June 2016 also rose by a factor of five compared to the previous year. Chart 3.1 illustrates the number of applications that were lodged and finalised in the AAT in the last three reporting years, and the number of applications on hand at 30 June in each year.

Chart 3.1 Total applications lodged, finalised and on hand, 2013–14 to 2015–16



Comparing the AAT's 2015–16 figures with the combined workload figures for the AAT, MRT, RRT and SSAT for 2014–15, lodgements in the amalgamated tribunal in 2015–16 were three per cent higher than the 40,382 lodgements in 2014–15. Finalisations in the reporting period fell by nine per cent from the 42,108 applications finalised in 2014–15. The overall number of applications on hand at 30 June 2016 is higher than at 30 June 2015.

Chart 3.2 Applications lodged, finalised and on hand, 2015–16 – By division



As shown in Chart 3.2, the size of the AAT’s caseload varies significantly between divisions. Almost 46 per cent of lodgements during the reporting year were in the Migration and Refugee Division with close to 38 per cent in the Social Services and Child Support Division and 13 per cent in the General Division. Less than four per cent of lodgements were dealt with in the FOI, NDIS, Security, Taxation and Commercial and Veterans’ Appeals Divisions. There is considerable diversity both between and within divisions in relation to the nature and complexity of the cases that come before the AAT. The resources that need to be applied to the review process vary for different types of cases. The caseload numbers, while indicative, are not a proxy for workload.

The Tribunal was able to keep pace with incoming applications in the FOI, Security, Social Services and Child Support, Taxation and Commercial and Veterans' Appeals Divisions which finalised close to, or more than, the number of applications lodged in the reporting year. Clearance rates were lower in the other divisions.

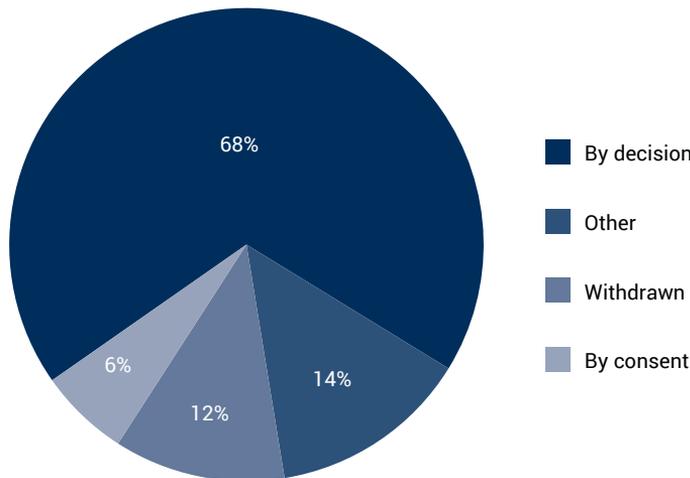
Of the 25,345 applications on hand at 30 June 2016, 66 per cent were applications before the Migration and Refugee Division, 14 per cent were applications before the General Division and 13 per cent were applications before the Social Services and Child Support Division. Applications before the FOI, NDIS, Security, Taxation and Commercial and Veterans' Appeals Divisions made up the remaining seven per cent of current applications.

More detailed information about the operations of the AAT's divisions is set out below. Information about the types of applications lodged and finalised in 2015–16 is also available in Appendix 4.

Applications made to the AAT may be finalised in different ways as illustrated in Chart 3.3. In 2015–16, the majority of applications were finalised by the Tribunal making a decision on the review, generally after conducting a hearing but also, where permitted, by making a decision on the papers. In six per cent of applications, the reviewable decision was either affirmed, varied or set aside in accordance with an agreement reached between the parties. Approximately one-quarter of applications were withdrawn, dismissed or otherwise finalised without a review being completed.

The Tribunal changed the decision under review in 28 per cent of all applications finalised in 2015–16. Further information on outcomes of reviews by division and major areas of work within certain divisions is available in Appendix 4.

Chart 3.3 Mode of finalisation of applications for review of decisions, 2015–16^a



^a 'Other' includes applications in relation to which the AAT had no jurisdiction to review the decision or refused to extend the time for lodging an application, where applicable, and applications otherwise dismissed by the Tribunal.

Operation of divisions

This section provides more information on the operations of the AAT's eight divisions in 2015–16. As the largest of the AAT's divisions, the Migration and Refugee Division and Social Services and Child Support Division are dealt with separately. The AAT's other divisions are discussed together.

Freedom of Information, General, National Disability Insurance Scheme, Security, Taxation and Commercial and Veterans' Appeals Divisions

The FOI, General, NDIS, Security, Taxation and Commercial and Veterans' Appeals Divisions deal with applications relating to a very broad range of reviewable decisions. Lodgements grew by six per cent in these divisions in the reporting year: 6,960 applications were lodged compared with 6,581 in 2014–15. Key statistics in relation to caseload and timeliness for each of the divisions and major areas of work within divisions are set out in Table 3.4.

Table 3.4 Caseload overview, 2015–16 – FOI, General, NDIS, Security, Taxation and Commercial and Veterans' Appeals Divisions

DIVISION/AREA OF WORK	LODGED	FINALISED	ON HAND AT YEAR END	% FINALISED WITHIN 12 MONTHS	MEDIAN TIME TO FINALISE (WEEKS)
Freedom of Information	37	57	60	81%	34
General	5,460	4,764	3,556	84%	22
<i>Centrelink (2nd review)</i>	2,463	2,314	1,224	92%	20
<i>Workers' compensation^a</i>	1,797	1,373	1,756	65%	41
<i>Other</i>	1,200	1,077	576	91%	12
National Disability Insurance Scheme	48	33	27	97%	17
Security	16	14	13	64%	29
Taxation and Commercial	1,057	1,268	1,331	71%	30
<i>Taxation</i>	921	1,136	1,251	68%	32
<i>Other^b</i>	136	132	80	82%	24
Veterans' Appeals	342	365	333	66%	40
TOTAL	6,960	6,501	5,320	79%	26

^a These figures include applications for the review of decisions about defence-related claims under the *Safety, Rehabilitation and Compensation Act 1988* which are formally allocated to the Veterans' Appeals Division.

^b These figures include all non-taxation applications managed within the Taxation and Commercial Division whether or not formally allocated to that division: see the Review of Taxation and Commercial Decisions Practice Direction.

The General Division has the largest caseload of these divisions with two significant areas of work: second review of Centrelink decisions and the review of decisions made under Commonwealth workers' compensation schemes.

There was a six per cent increase in applications for second review of Centrelink decisions in 2015–16, reflecting the higher number of first review applications finalised by the Social Services and Child Support Division in the reporting year. Fifty-eight per cent of second review applications related to disability support pension. Two case management pilots continued in the reporting year in the Adelaide and Sydney registries.

The pilots used Integrated Case Assessment Teams to conduct an early assessment of applications with certain cases fast-tracked to resolution. Evaluation of the pilots indicated that a majority of cases selected for fast tracking were able to be finalised within 10 weeks of lodgement. Early case assessment and fast track processes are being further considered for other registries and jurisdictions.

Lodgements in the workers' compensation jurisdiction increased by 20 per cent in 2015–16, with a 31 per cent rise in the number of applications on hand at 30 June 2016. A significant amount of investigation and evidence gathering takes place only after the review process begins in this jurisdiction. The proportion of applications finalised within 12 months remained at 65 per cent as in 2014–15. With the increase in lodgements and on hand applications, we will need to monitor this caseload closely to ensure applications are being progressed as efficiently and effectively as possible. The AAT's Director, Alternative Dispute Resolution ran a number of workshops with Comcare representatives during the reporting year which explored potential case management process improvements and how to make the most effective use of ADR processes.

Among the many other types of applications made in the General Division, the AAT received the first application for a review of a decision made under a Norfolk Island law in 2015–16.

The FOI Division deals with applications for the review of decisions made under the *Freedom of Information Act 1982* as well as decisions made under the *Archives Act 1983* (except for those in respect of access to a record of the Australian Security Intelligence Organisation) and the *Privacy Act 1988*. Only a relatively small number of applications of this kind were lodged during the reporting year, less than half the number lodged in 2014–15. In particular, there were fewer applications lodged as a result of the Australian Information Commissioner deciding not to undertake a review.

The NDIS Division reviews decisions made under the *National Disability Insurance Scheme Act 2013*. Since the trial phase commenced on 1 July 2013, the NDIS has been rolled out to some 30,000 people. Over the three-year period to 30 June 2016, 85 applications have been lodged with the AAT and 58 applications finalised: 28 by parties reaching an agreement, seven finalised by way of a Tribunal decision following a hearing and 23 applications withdrawn or dismissed. The 48 applications lodged in 2015–16 were more than double the number lodged in 2014–15. As the Scheme is fully rolled out over the three years from 1 July 2016 to reach 460,000 Australians, the number of applications made to the NDIS Division is expected to increase significantly.

The Security Division deals with applications about security assessments made under the *Australian Security Intelligence Organisation Act 1979* and applications about decisions under the *Archives Act 1983* in respect of access to an ASIO record. While there was a slight increase in the number of applications lodged during the reporting year, the overall numbers remained small.

On 1 July 2015, the Taxation and Commercial Division replaced the previous Taxation Appeals Division and the Small Taxation Claims Tribunal. The Division aims to provide a process tailored to meet the needs of taxpayers, businesses, not-for-profit organisations and persons in regulated professions seeking review of decisions of key regulators and decision-makers, including the Australian Financial Security Authority, the Australian Securities and Investments Commission, the Australian Taxation Office, the Civil Aviation Safety Authority and the Tax Practitioners Board. Applications are overseen nationally by the Division Head and managed in accordance with the Review of Taxation and Commercial Decisions Practice Direction. Applications are generally allocated to a member who manages the case from lodgement to finalisation, working with the parties to tailor a case management strategy that will most effectively deal with the real issues in dispute and achieve resolution by way of agreement through the use of ADR or by the AAT making a decision.

The number of applications for review of taxation decisions lodged in 2015–16 was 13 per cent lower than the number lodged in 2014–15, continuing the trend from the previous year. Lodgements in relation to commercial decisions remained relatively steady. The performance of the Division is being carefully monitored. In 2016–17, there will be a review of the practice direction to determine the success of the implemented changes and identify potential improvements.

The Veterans' Appeals Division deals with applications for the review of a range of decisions relating to military compensation and veterans' entitlements, primarily decisions made under the *Military Rehabilitation and Compensation Act 2004* and the *Veterans' Entitlements Act 1986*. There were 13 per cent fewer applications lodged in 2015–16 compared with the previous reporting year. While applications under the Military Rehabilitation and Compensation Act continue to grow, applications relating to entitlement to disability pension under the Veterans' Entitlements Act declined in 2015–16.

In all of these divisions, other than the Security Division, the AAT uses ADR to help the parties try to reach agreement about how their case should be resolved. During the reporting year, 80 per cent of applications were finalised without the Tribunal making a decision following a hearing.

The number of appeals lodged against decisions in these divisions remained low at 79, with 18 fewer appeals lodged than in 2014–15. The Tribunal's decision was set aside in 29 per cent of appeals finalised during the reporting period, five percentage points higher than in the previous year.

A key development for these divisions in 2015–16 was the implementation of an online lodgement system. The introduction of this service provides applicants with a more convenient way of lodging their application and means that online lodgement is now available across all of the AAT's jurisdictions.

We also reviewed our strategy for addressing non-compliance by legal practitioners and other representatives in meeting legislative requirements and Tribunal timeframes. As set out in the AAT's General Practice Direction, the coordinated approach involves national monitoring of non-compliance, drawing instances of repeated non-compliance to a representative's attention and escalating instances of serious non-compliance for further action. Practitioners were advised of this approach in September 2015. The number of instances of serious non-compliance was very low in the reporting period.

Migration and Refugee Division

The Migration and Refugee Division deals with applications that were previously made to the MRT and RRT. We review decisions made by delegates of the Minister for Immigration and Border Protection under the Migration Act about a wide range of visas which permit non-citizens to travel to, enter and remain in Australia on a temporary or permanent basis. The Division reviews decisions to refuse to grant visas, to cancel visas and to refuse to approve business sponsors, nominated positions and business activities.

In 2015–16, 18,929 applications were lodged with the Division, two per cent more than the number of applications lodged in the MRT and RRT in 2014–15. The majority of the applications related to protection, partner/family, and business or work-related visas. Seventy-one per cent of all lodgements were made online. Key statistics in relation to caseload and timeliness for the major areas of work within the Division are set out in Table 3.5.

Table 3.5 Caseload overview, 2015–16 – Migration and Refugee Division

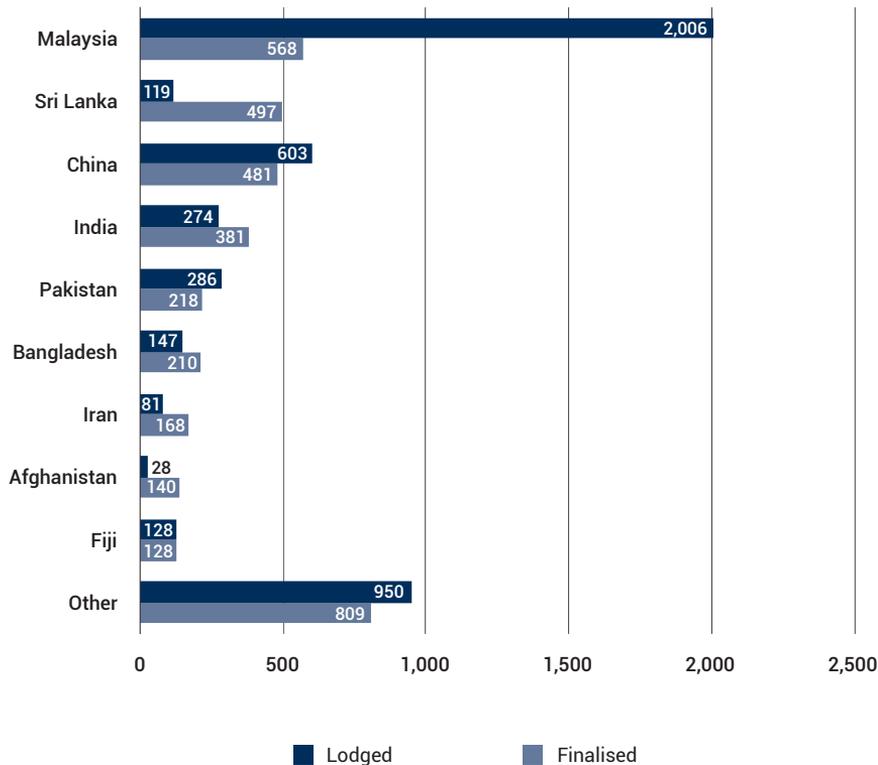
DIVISION/AREA OF WORK	LODGED	FINALISED	ON HAND AT YEAR END	% FINALISED WITHIN 12 MONTHS	MEDIAN TIME TO FINALISE (WEEKS)
<i>Migration</i>	14,307	12,511	11,330	67%	36
<i>Refugee</i>	4,622	3,600	5,434	36%	64
TOTAL	18,929	16,111	16,764	60%	42

The review of decisions about protection visas involves the AAT considering whether or not the applicant is a person to whom Australia has protection obligations and, in particular, whether they are a refugee or, in the alternative, entitled to complementary protection. This area of work represented approximately one-quarter of all lodgements in the Division in 2015–16, 22 per cent of finalisations and approximately one-third of the Division’s active caseload at 30 June 2016.

Applications for the review of protection visa decisions were 12 per cent higher in 2015–16 than in 2014–15. This can be attributed to a more than fivefold rise in the number of applications relating to Malaysian nationals which constituted 43 per cent of all lodgements concerning protection visas. Applications decreased in relation to nationals from most other countries of origin. Chart 3.6 shows the number of lodgements and finalisations in 2015–16 by country of origin.

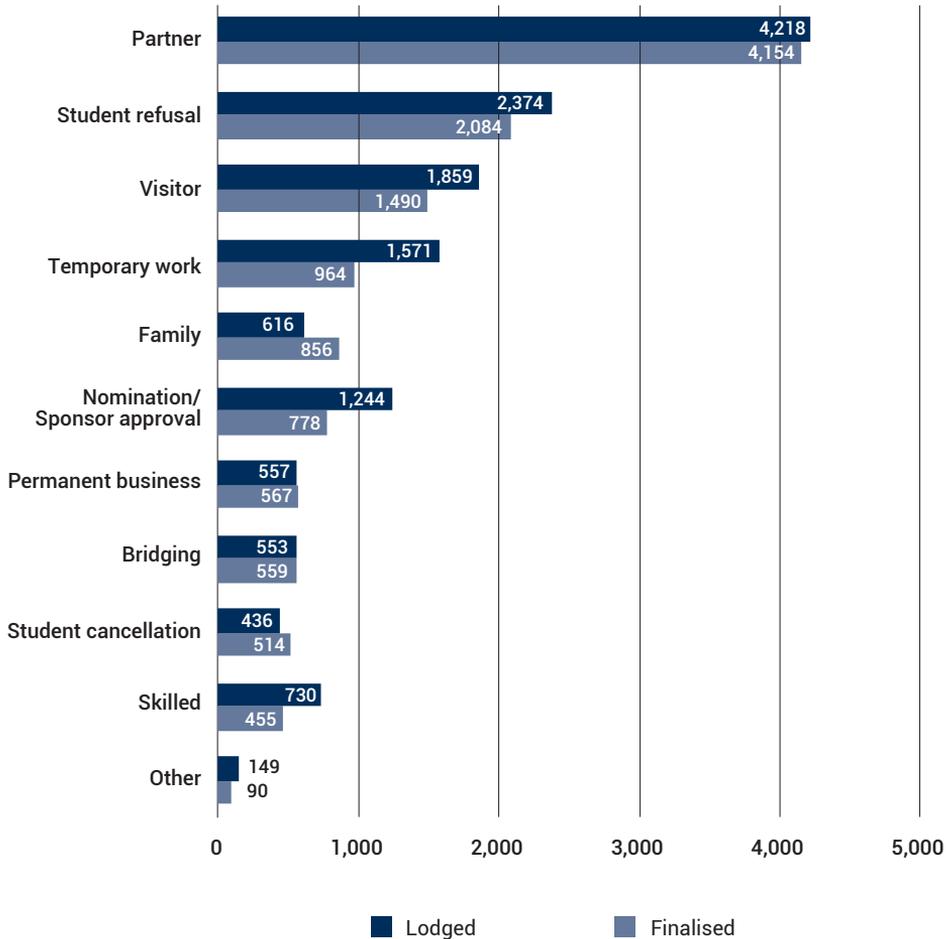
The number of applications relating to protection visa decisions lodged by unauthorised maritime arrivals decreased further from 648 in 2014–15 to 187 in the reporting year. The Division does not review decisions made in relation to unauthorised maritime arrivals who entered Australia after 13 August 2012 and before 1 January 2014. These decisions are reviewed by the Immigration Assessment Authority which is covered in Chapter 5 of this report.

Chart 3.6 Refugee lodgements and finalisations by country of origin, 2015–16



The majority of lodgements and finalisations in the Division in 2015–16 related to decisions about other types of permanent migration and temporary entry visas. Chart 3.7 shows the number of applications lodged and finalised by key visa categories in the reporting period.

Chart 3.7 Migration lodgements and finalisations by key visa categories, 2015–16



Applications for the review of decisions to either refuse or cancel partner and family visas constituted one-quarter of all lodgements in the Division, 31 per cent of finalisations and 28 per cent of the active caseload at 30 June 2016. Partner visas allow the spouse, prospective spouse or de facto partner of an Australian citizen or permanent resident to live in or visit Australia. Family visas provide for the sponsorship, by Australian citizens and permanent residents, of children, parents and certain other relatives to live in Australia. Lodgements in this caseload declined by two per cent between 2014–15 and 2015–16.

The next most common type of cases were applications relating to business or work visas, including decisions about:

- business skills visas for business people who want to establish or develop a business in Australia
- skilled visas for persons in nominated occupations who have the education, skills and employability to contribute to the Australian economy
- temporary work visas, and
- nomination and sponsorship.

Applications relating to this caseload were 21 per cent of all lodgements, 17 per cent of finalisations and 21 per cent of on hand applications at the end of the reporting year. Lodgements grew by 21 per cent from 2014–15, particularly in relation to temporary work visas and nomination and sponsorship decisions. It continues to be a complex and technical caseload impacted by legislative and regulatory changes.

Applications relating to decisions to refuse or cancel visas concerning students enrolled at schools, colleges and universities in Australia made up 15 per cent of lodgements in 2015–16. Approximately ten per cent of lodgements related to visitor visas for tourists and persons visiting relatives in Australia. Three per cent were about bridging visas which provide temporary lawful status to non-citizens in Australia such as when a temporary entrant is awaiting the outcome of an application for permanent residence. There were 24 per cent fewer applications lodged relating to student visas than in the previous year and an increase of 11 per cent in applications relating to visitor visas.

Four per cent of applications lodged in the Division in 2015–16 involved applicants who were in detention.

The Division's annual caseload strategy takes into consideration the number of active cases in each visa category, projected lodgements, any prioritisation required by legislation or policy, the impact of processing delays on applicants and the availability of resources. We have sought to finalise at least 18,000 cases each year across the range of caseloads, with priority given to bridging visa, detention and cancellation cases.

The volume and the timeliness of finalisations in the Division were significantly impacted by the reduced number of experienced members available to preside on migration and refugee cases during 2015–16. Overall, the equivalent of 16 fewer full-time members were available to deal with applications in the reporting period compared with 2014–15. With the available member resources, we were still able to finalise over 16,000 cases. Over 87 per cent of bridging visa detention cases were finalised within seven days and over 70 per cent of cancellation cases were finalised with 90 days of being constituted to a member for determination. However, finalisations across all other caseloads, particularly the protection visa caseload, were negatively affected.

The challenges for the Division in the future include timeliness in decision-making and strategies to reduce the backlog in the protection visa caseload, which has grown to over 5,000 active cases at 30 June 2016. The Division proposes undertaking a number of projects in 2016–17 to address these issues, including a taskforce focussed on the protection visa caseload. Protection visa cases are generally the most complicated and time-consuming cases given the nature of the claims made and the difficulties in assessing claims about persecution and the risk of harm emanating from the applicant's country of origin.

In relation to the outcomes of reviews, the Division set aside or remitted the decision under review in 37 per cent of finalised cases relating to migration decisions and affirmed the decision in 42 per cent of finalised cases. In relation to refugee decisions, 16 per cent of cases were remitted to the Department with the decision under review affirmed in 70 per cent of cases.

During the reporting period, there were 3,269 applications for judicial review of migration and refugee decisions filed, which constituted 23 per cent of all substantive decisions made. Of judicial review applications finalised in 2015–16, the decision of the Division or the former MRT or RRT was set aside in 24 per cent of appeals. Of these successful appeals, 40 per cent were remitted by consent because of two decisions of the Full Court of the Federal Court that overruled previous judicial interpretation of the law which had been followed by the AAT or the MRT: *Ahmad v Minister for Immigration and Border Protection* [2015] FCAFC 182 and *Waensila v Minister for Immigration and Border Protection* [2016] FCAFC 32. When these cases are excluded, the rate of successful appeals in 2015–16 was 15 per cent, one percentage point lower than in 2014–15. While the proportion of decisions appealed has more than doubled over the last five years, it is pleasing that the percentage of decisions set aside as a result of judicial review has not changed significantly in the last three years.

More detailed statistical information for the Division is available in reports that are published on the AAT website.

Social Services and Child Support Division

The Social Services and Child Support Division deals with applications previously made to the SSAT. We review a wide range of decisions made by officers of the Department of Human Services, including decisions about:

- social security, family assistance and student assistance entitlements (referred to as Centrelink decisions)
- child support, and
- paid parental leave.

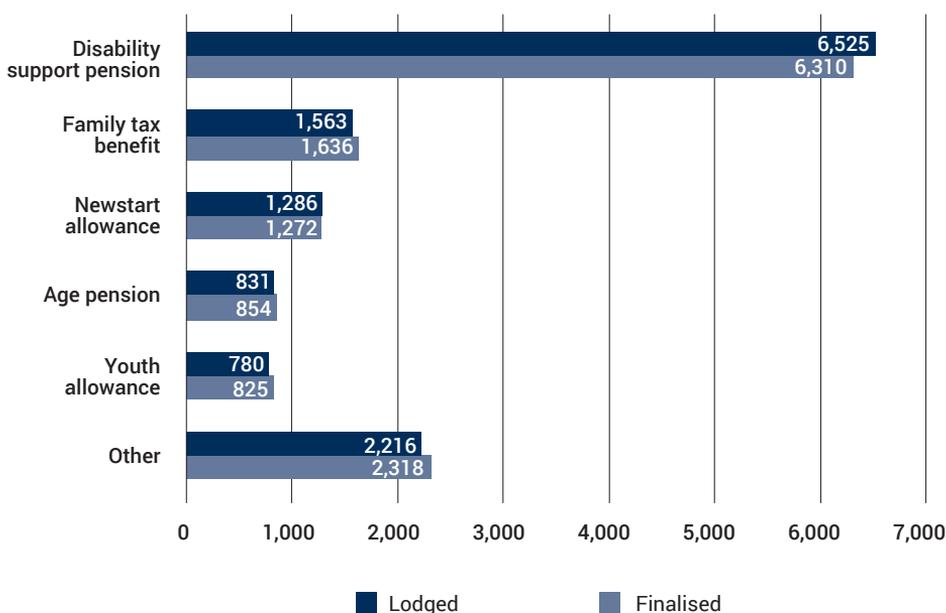
The Division received 15,543 applications in 2015–16, representing a two per cent increase on the number of applications lodged in the final year of the SSAT's operations. We achieved 15,534 finalisations, 13 per cent more than in 2014–15. Key statistics in relation to caseload and timeliness for the major areas of work within the Division are set out in Table 3.8.

Table 3.8 Caseload overview, 2015–16 – Social Services and Child Support Division

AREA OF WORK	LODGED	FINALISED	ON HAND AT YEAR END	% FINALISED WITHIN 12 MONTHS	MEDIAN TIME TO FINALISE (WEEKS)
<i>Centrelink (1st review)</i>	13,201	13,215	2,694	>99%	11
<i>Child support</i>	2,136	2,098	533	>99%	12
<i>Paid parental leave</i>	206	221	34	100%	10
TOTAL	15,543	15,534	3,261	>99%	11

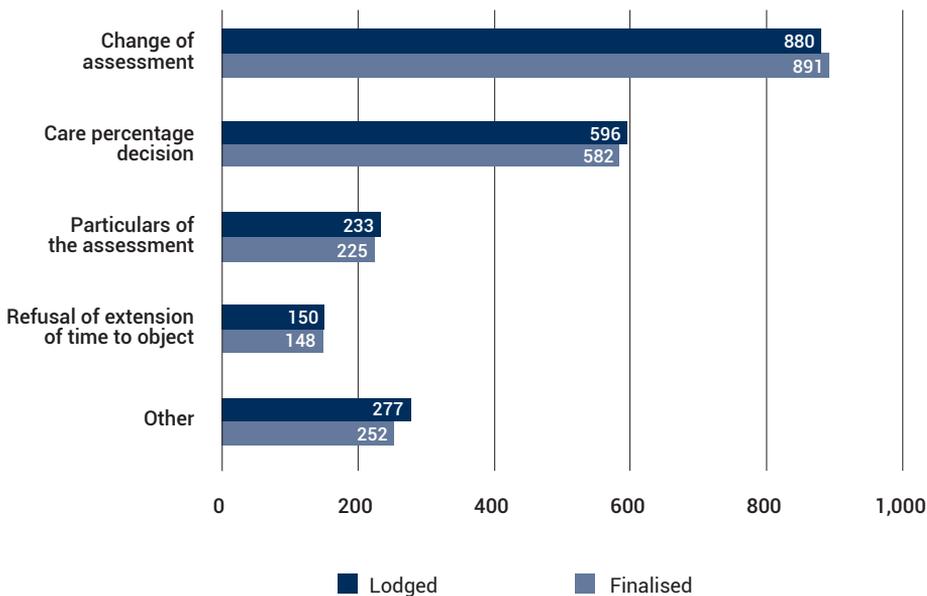
Applications relating to Centrelink decisions constituted 85 per cent of all lodgements in the Division in the reporting year and were slightly higher than in 2014–15. As shown in Chart 3.9, almost half of all applications concerned decisions about disability support pension with a further increase of six per cent in lodgements about decisions of this kind from 2014–15. There was also further growth of 16 per cent in the number of applications about family tax benefit and a similar decline in applications about newstart allowance.

Chart 3.9 Centrelink lodgements and finalisations by key payment types, 2015–16



Lodgements relating to child support decisions were 14 per cent of all applications received in 2015–16 and grew by 14 per cent from the previous year. Chart 3.10 illustrates the most common types of decisions under review. Applications relating to requests to change an assessment of how much child support is payable and determinations about a parent or non-parent carer’s percentage of care for a child together comprised almost 70 per cent of lodgements. While the number of change of assessment applications has declined somewhat since 2014–15, there have been moderate increases across a number of other decision types.

Chart 3.10 Child support lodgements and finalisations by key decision types, 2015–16



Applications relating to paid parental leave continued to form only a small part of the overall caseload in 2015–16. Lodgements remained consistent with the number of applications lodged in the SSAT in 2014–15.

The Division lists cases for hearing nationally and adopts a collaborative approach to allocating hearings across all registries. The number of Centrelink applications finalised increased by 13 per cent in 2015–16 and child support finalisations were 11 per cent higher than in the previous reporting period. Median finalisation times for Centrelink and child support applications were 11 and 12 weeks respectively, marginally higher than in 2014–15. Given the volume of applications received in the period, staffing issues in some registries and periodic uncertainty as to member appointments with a consequent inability to list cases before some members for periods of time, this was a significant achievement.

Certain decisions made by the Division can be reviewed by the AAT’s General Division and others by the courts on appeal. Of the 2,463 applications for second review of our Centrelink decisions that were made to the Tribunal in 2015–16, 100 were lodged by the Secretaries of the departments that administer social security and family assistance entitlements. Of the 114 Secretary appeals that were finalised in the period, our decision remained unchanged in more than half of the applications: 48 were withdrawn, the decision was affirmed following a hearing in nine applications and one was dismissed for non-appearance. Our decision was set aside or varied after hearing in 46 applications, set aside by consent in nine applications and the parties agreed to settle one application relating to a debt. Information relating to the outcomes of all applications for second review can be found in Appendix 4.

In the reporting period, there were 33 statutory appeals from our child support decisions filed in the Federal Circuit Court and the Federal Court, compared with a total of 32 appeals in the preceding year. In relation to the outcomes of appeals finalised in 2015–16, 23 were dismissed, seven were discontinued and three were allowed. The rate of successful appeals was three percentage points lower for this reporting period than in 2014–15.

The SSAT launched online lodgement for applicants in January 2014 but telephone lodgements remained the most common method of commencing a review in 2015–16. Lodging online rose slightly to 12 per cent of all lodgements this year. We are undertaking a range of measures to seek to increase the incidence of online lodgements by the end of 2016–17.

From 1 July 2015, the Department of Human Services became subject to the requirements of section 37 of the Administrative Appeals Tribunal Act in respect of first reviews of its decisions. This is the same duty to lodge material documents with the AAT that applied in relation to applications to the AAT for review of decisions of the former SSAT. The duty is to lodge with the AAT within 28 days of being notified of an application (or within such further time as the AAT allows) a statement of reasons for the decision under review and “every other document” in the decision-maker’s possession or control that is relevant to the review. A copy of those documents must be given to the applicant and any other party within the same period “unless the Tribunal directs otherwise” which recognises that certain documents may need to be treated as confidential. Transitioning to the new statutory scheme for first reviews so that it operates in the same manner as it continues to operate in relation to second reviews has presented challenges. Concerns regarding the sufficiency of, and unauthorised redactions to, documents lodged with the Division have arisen. Not infrequently, the AAT has had to require the Department to provide missing relevant documents or information. This, together with what should be unnecessary checking of the adequacy of the documents lodged with the AAT, impacts on our capacity to provide timely first reviews. We have engaged with the Department seeking to reach a constructive outcome regarding the adequacy of the documents required to be supplied. We were invited by the Department to participate in information sessions at national Authorised Review Officer conferences in August and September 2015. The President also met with the Acting Secretary to discuss the issue. Since then, we have participated in a workshop with the Department in April 2016, with another planned for August 2016. Such liaison arrangements are expected to be ongoing.

During the reporting period, we increased the frequency with which we give reasons for a decision orally at the end of a hearing as an effective and responsive way to provide applicants with a timely decision. Most commonly, we provide oral reasons for decision in Centrelink cases, with written reasons provided upon request by a party.

From 1 July 2015, some minor procedural changes came into effect, including audio recordings of hearings and taking evidence on oath or affirmation as a matter of course. These changes serve a number of purposes, such as allowing for a transcript of reasons to be able to be compiled if reasons for decision are given orally and written reasons are required at a later stage, as well as facilitating a reduction in procedural differences across the whole of the AAT. Despite these minor changes, we continue to operate in a manner that is as informal and accessible as possible, having regard to the nature of the issues to be determined.

The Division continued to facilitate legal advice clinics in our Brisbane, Melbourne and Sydney registries during 2015–16, enabling applicants to seek independent advice about their cases. In March, Basic Rights Queensland, a community legal centre, commenced a similar additional service in Brisbane.

External scrutiny

The AAT’s operations are subject to external scrutiny through various mechanisms, including the review of our decisions by the courts, applications made under the *Freedom of Information Act 1982*, complaints to the Commonwealth Ombudsman and other bodies, inquiries undertaken by Parliamentary Committees and audits by the Australian National Audit Office and other bodies.

Appeals and judicial review

There are three primary appeal pathways for review by the courts of decisions made by the AAT.

- A party may appeal to the Federal Court, on a question of law, from most types of final decisions made in divisions other than the Migration and Refugee Division under section 44 of the Administrative Appeals Tribunal Act. The Federal Court may transfer the appeal to the Federal Circuit Court unless the Tribunal was constituted by, or included, the President or a Deputy President.
- A party to a first review of a child support decision dealt with by the Social Services and Child Support Division may appeal, on a question of law, to the Federal Circuit Court under section 44AAA of the Administrative Appeals Tribunal Act unless the Tribunal was constituted by, or included, the President or a Deputy President.
- An applicant or the Minister for Immigration and Border Protection may seek judicial review of most decisions made under the Migration Act under Part 8 of that Act. Applications relating to decisions made in the Migration and Refugee Division must be made to the Federal Circuit Court. Applications relating to most migration decisions dealt with in the General Division must be made to the Federal Court.

A party may also seek judicial review of certain decisions made in the course of the review process and in respect of certain final decisions under the *Administrative Decisions (Judicial Review) Act 1977*, section 39B of the *Judiciary Act 1903*, Part 8 of the Migration Act or section 75(v) of the Constitution.

As shown in Table 3.11, 3,381 appeals were lodged against decisions in 2015–16, 97 per cent of which were applications for judicial review of decisions made by the Migration and Refugee Division or the former MRT or RRT. The proportion of migration and refugee decisions that were appealed was considerably higher than for the AAT’s other divisions. There were 3,087 appeals against decisions of the AAT, MRT, RRT and SSAT finally determined in the courts during the reporting year. While the tribunal’s decision was set aside in 24 per cent of those appeals, this amounted to only 3.3 per cent of all decisions made in 2014–15 that could have been appealed to the courts.

Table 3.11 Court appeals lodged and finalised, 2015–16 – By division^a

DIVISION	COURT APPEALS LODGED		COURT APPEALS FINALISED ^c		
	Lodged	Proportion of total AAT decisions ^b	Finalised	Proportion allowed against total appeals finalised	Proportion allowed against total decisions ^d
FOI, General, NDIS, Security, Taxation and Commercial and Veterans’ Appeals	79	4%	96	29%	1.3%
Migration and Refugee	3,269	23%	2,958	24%	3.7%
Social Services and Child Support ^e	33	2%	33	9%	0.2%
TOTAL	3,381	19%	3,087	24%	3.3%

^a These figures include appeals lodged or finalised in the reporting year that relate to decisions made by the AAT, MRT, RRT or SSAT prior to 1 July 2015 as well as decisions made by the AAT from 1 July 2015.

^b This figure represents the number of appeals lodged in 2015–16 as a proportion of all AAT decisions that could have been appealed to the courts in 2015–16.

^c Where a decision of a judge of the Federal Circuit Court, a single judge of the Federal Court or the Full Court of the Federal Court has been appealed, only the ultimate result is counted for the purpose of these statistics.

^d This figure represents the number of successful appeals in 2015–16 as a proportion of all decisions of the AAT, MRT, RRT and SSAT that could have been appealed to the courts in the previous financial year.

^e Only child support and employer-related paid parental leave decisions may be appealed to the courts under section 44 or 44AAA of the Administrative Appeals Tribunal Act. Other decisions are subject to second review in the AAT.

More information on appeals lodged and determined during the reporting year by major areas of work within divisions is available in Table A4.4 in Appendix 4.

During the reporting year, a number of judicial decisions had an impact on the AAT's procedures and decision-making.

Ahmad v Minister for Immigration and Border Protection [2015] FCAFC 182

The appellant applied for a Subclass 457 temporary work visa based on a nomination application by an Australian business. The visa application was refused by a delegate of the Minister. Immediately before the appellant applied to the MRT for review of the decision, the business sponsor had lodged an application for a review of a decision to refuse to approve the nomination. Applying the decision of the Federal Circuit Court in *Minister for Immigration and Border Protection v Lee* [2014] FCCA 2881, the MRT decided it had no jurisdiction to review the visa refusal as there was no approved nomination at the time the review application was lodged. The Federal Circuit Court dismissed an application for judicial review of the MRT's decision. A Full Court of the Federal Court allowed an appeal against the Federal Circuit Court's decision declaring that the Tribunal had jurisdiction to review the decision. It held that it is sufficient for the purposes of section 338(2)(d) of the Migration Act that there is a pending application for a review in respect of an adverse nomination decision.

MZAIC v Minister for Immigration and Border Protection [2016] FCAFC 25

The appellant lodged an application with the RRT using a version of the application form that was no longer approved for the purposes of section 412(1)(a) of the Migration Act. The RRT decided it did not have jurisdiction to review the decision. The Federal Circuit Court dismissed an application for judicial review of the RRT's decision. A Full Court of the Federal Court allowed an appeal against the Federal Circuit Court's decision holding that strict compliance with an approved application form is not required and substantial compliance will be sufficient in accordance with section 25C of the *Acts Interpretation Act 1901*. In this case, the Court found there was substantial compliance.

Pioneer Glass Pty Ltd v Minister for Immigration and Border Protection [2016] FCCA 1

The applicant lodged an application for a review of a decision with the AAT on the last day on which it could be made, indicating on the form that the prescribed fee would be paid by credit card. The signature of the cardholder was not included on the application form and the payment was not processed by the Tribunal that day, as AAT policy required signatures in relation to paper-based credit card transactions. The AAT decided it did not have jurisdiction to review the decision as the fee was not paid within the time limit. The Federal Circuit Court allowed the application for judicial review holding that the application should have been accepted as valid because the signature was not essential for the purpose of processing the payment.

Waensila v Minister for Immigration and Border Protection [2016] FCAFC 32

The appellant did not hold a substantive visa at the time of applying for a partner visa. Therefore, he was required to satisfy certain criteria in Schedule 3 to the *Migration Regulations 1994* unless the Minister was satisfied that there were compelling reasons for not applying those criteria. The visa was refused and the appellant applied to the MRT. He claimed there were a number of compelling reasons for not applying the Schedule 3 criteria, several of which were circumstances not present at the time of his visa application. Applying the decision of the Federal Court in *Boakye-Danquah v Minister for Immigration and Multicultural and Indigenous Affairs* [2002] FCA 438, the MRT held that it could only consider circumstances existing at the time of the application and concluded there were no compelling reasons. The Federal Circuit Court dismissed an application for judicial review from the AAT's decision. A Full Court of the Federal Court allowed an appeal against the Federal Circuit Court's decision holding that a decision-maker is not confined to considering only circumstances which existed at the time of the visa application.

Freedom of information

Three applications were made to the Office of the Australian Information Commissioner in 2015–16 for external review of decisions made by the AAT in relation to requests made under the *Freedom of Information Act 1982*. Three reviews were finalised that related to decisions of the AAT, one review relating to a decision of the former MRT and RRT and one review relating to the former SSAT. No decisions were made that have had, or may have, a significant effect on the AAT's operations.

Information publication scheme

Agencies subject to the *Freedom of Information Act 1982* are required to publish information to the public as part of the Information Publication Scheme. This requirement is in Part II of the *Freedom of Information Act 1982* and has replaced the former requirement to publish a section 8 statement in an annual report. Each agency must display on its website a plan showing what information it publishes in accordance with the IPS requirements. The AAT's plan is on our website.

Complaints to external bodies

Three complaints were made to the Australian Human Rights Commission about the AAT in 2015–16 with one finalised. The complaint was withdrawn.

The Commonwealth Ombudsman received 116 approaches concerning the AAT during the reporting period, a further seven approaches concerning the former MRT and RRT and five concerning the former SSAT. The Ombudsman conducted one investigation and concluded no further investigation was warranted in all of the circumstances.

The Office of the Australian Information Commissioner received six privacy complaints relating to the AAT. Three complaints relating to the AAT were finalised in 2015–16, one relating to the former MRT and RRT and one relating to the former SSAT. No findings were made against the AAT in the reporting period.

Reports on the operations of the AAT

The AAT's operations were not the subject of any report by the Auditor-General, any Parliamentary Committee or by the Commonwealth Ombudsman during the reporting period.

Service to users

The AAT strives to provide a mechanism of review that is accessible for our wide range of users, including people from different cultural and linguistic backgrounds and people with disability. We employ various measures to assist potential applicants, parties and others to apply to the Tribunal and participate in the review process.

Information about the AAT and assistance in relation to the review process

We offer written information about our role and procedures in plain language in a variety of formats. Some information is made available in community languages and in videos. We also make resources available to help people understand how we will apply the law, including our decisions which are published on the Australasian Legal Information Institute website (www.austlii.edu.au) and the Guide to Refugee Law in Australia which is available on our website.

AAT staff respond to enquiries from parties and representatives about the review process and proactively contact self-represented parties in some types of cases to explain our processes and identify whether a party will require an interpreter or assistance because of a disability. We make information available to parties about legal aid services, community legal centres, or other persons or organisations that may be able to provide advice and assistance in relation to the review process or how to find such assistance.

In New South Wales, Queensland, South Australia, Victoria and Western Australia, the AAT has worked with legal aid commissions and community legal centres to establish legal advice schemes. A solicitor attends the AAT and provides advice and minor assistance to self-represented parties in certain types of cases, particularly reviews of Centrelink decisions. Further assistance, such as representation, may be provided if a person meets eligibility requirements.

People from culturally and linguistically diverse backgrounds

We take steps to ensure our users from culturally and linguistically diverse backgrounds are able to communicate with us effectively and also seek to address other cultural diversity issues in delivering our services.

Interpreting services

If a party or witness requires an interpreter, the AAT engages one and meets the cost. We generally use interpreters accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) at the 'Professional Interpreter' level. If an interpreter is not available in a language at that level, we may use an interpreter accredited as a 'Paraprofessional Interpreter' or, if NAATI does not offer accreditation testing in the language, an interpreter recognised by NAATI.

We have developed information for interpreters in relation to our procedures and terminology as well as guidelines relating to the role of the interpreter.

Indigenous Australians

The AAT is committed to improving access for Indigenous Australians, including by educating members and staff on how to work effectively and respectfully with Indigenous users and their communities. During 2015–16, the AAT purchased an eLearning module for members and staff designed to improve Indigenous cultural awareness. Members and staff also had access to our internal guide on working with Aboriginal and Torres Strait Islander People.

During the reporting year, the AAT established closer links with the Judicial Council on Diversity, an advisory body formed to assist courts and tribunals respond to the needs of culturally diverse communities. Deputy President Stephanie Forgie was appointed the AAT's liaison leader.

Persons with a disability

We aim to make access easier for people with disability by:

- ensuring the website meets the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.0 (WCAG 2.0) web standard to Level AA
- making ReadSpeaker, a text to speech software service, available on the website
- providing portable hearing loop systems in AAT premises
- facilitating telephone contact for people with a hearing or speech impairment
- making all AAT premises wheelchair accessible and ensuring other premises used by the AAT are accessible, and
- providing facilities for participation in conferences and hearings by telephone or video-link.

User feedback survey

The AAT engaged ORIMA Research to carry out a user feedback survey during May 2016. The objectives of the survey were to obtain feedback from users of the Tribunal's services to assess the extent to which we are meeting our statutory objective and to identify areas for potential improvement in our services. As the first user feedback survey conducted by the amalgamated AAT, the results also provide a valuable baseline for measuring changes in users' views of the AAT's services over time.

Two groups of users were invited to complete a survey about their experiences at the AAT: a sample of individuals and organisations who applied for a review or were otherwise a party to an application finalised by the AAT between 1 July 2015 and 29 February 2016 and a sample of representatives of parties who were involved in one or more applications finalised in the same period. Invitations were sent by email and the survey was conducted online.

In total, 784 parties and 477 representatives who were involved in applications across the AAT's divisions responded to the survey. Overall, both parties and representatives rated the Tribunal's services favourably with representatives tending to provide more strongly positive ratings. The responses of parties varied, sometimes significantly, depending on whether or not they received a favourable outcome in the review. Approximately half of all parties who responded to the survey indicated that the outcome was not at all in their favour.

In relation to specific elements of the review process, 72 per cent of parties and 85 per cent of representatives provided favourable assessments of the process of applying for a review. Two-thirds of parties and 83 per cent of representatives were satisfied overall with our information products, including the website, with our letters receiving the highest positive ratings from both parties and representatives. In relation to their dealings with staff, three-quarters of parties and 88 per cent of representatives gave favourable responses, while our conference and hearing processes were also rated positively overall by parties (72 per cent and 80 per cent respectively) and representatives (88 per cent and 84 per cent respectively). A majority of parties agreed that the level of formality of conferences and hearings was appropriate.

In relation to perceptions of the process overall, 61 per cent of parties and 81 per cent of representatives agreed the review process was conducted to a high standard, while 60 per cent of parties and 77 per cent of representatives considered the review process was straightforward. Eighty-two per cent of representatives agreed the review process is fair and the Tribunal is independent from the decision-maker. The results for parties in relation to these matters were lower (53 per cent and 64 per cent respectively) with responses correlating strongly, however, to the outcome of the review. In relation to timeliness, 65 per cent of parties and 62 per cent of representatives agreed the review process was completed within a reasonable time with results varying somewhat between divisions.

The Tribunal is examining the findings from the survey as well as the comments and suggestions made by participants to identify areas in which changes could be made to improve our services.

Service charter

The AAT has a Service Charter which sets out the standards of service that people can expect when they deal with us. Information on the extent of the AAT's compliance with those standards during 2015–16 (where information is available) is in Table 3.12.

The Service Charter also includes information about how users can give us feedback, including how to make a complaint about the AAT. It also sets out our standards for responding to complaints. More information relating to the handling of complaints to the AAT during the reporting period is set out on the next page.

Table 3.12 Performance against Service Charter standards, 2015–16

COMMITMENT	RESULT FOR 2015–16
We will treat you with respect and courtesy	
We will be polite, respectful and courteous and use language that is clear and understandable.	<p>In the 2016 user feedback survey, more than 75 per cent of parties and 85 per cent of representatives agreed that staff, conference registrars and members were courteous and respectful. More than 70 per cent of parties and 83 per cent of representatives agreed that staff, conference registrars and members explained things clearly.</p> <p>Of the 138 complaints finalised in 2015–16, three involved adverse findings in relation to issues of this kind.</p>
We will make ourselves accessible	
Staff will answer telephone queries from 8:30am to 5:00pm on working days. You can contact us on 1800 228 333 from anywhere in Australia.	Staff were available to answer telephone queries from 8:30am to 5:00pm on each working day throughout the year. The AAT's national 1800 telephone number was available throughout the year.
All correspondence will include our contact details.	All AAT correspondence includes contact details for the Tribunal.
Wheelchair access and portable hearing loop systems are available at each registry.	All AAT premises were wheelchair-accessible. Portable induction loops were available at each of our registries.
Hearings will be held in capital cities and in regional centres (where possible).	The AAT held hearings in all capital cities and seven regional locations.
We conduct many hearings by phone or video-conference.	<p>The AAT conducted the following number of case events by telephone or video-link:</p> <ul style="list-style-type: none"> • conferences – 6,520 • other alternative dispute resolution processes – 14 • directions hearings – 2,300: 556 in the Social Services and Child Support Division and 1,744 in other divisions (other than the Migration and Refugee Division which cannot hold directions hearings) • interlocutory hearings – 435 • hearings – 9,406: 1,916 in the Migration and Refugee Division, 7,382 in the Social Services and Child Support Division and 108 in other divisions.
If you need an interpreter we will provide one free of charge.	The AAT arranged for an interpreter to participate in an alternative dispute resolution process or hearing where needed. Interpreters were provided free of charge.
We have information about our procedures available from our offices and on our website.	<p>The Tribunal website contains information about our procedures. AAT staff assist applicants to access this information, including providing the information in printed form. AAT staff also provide verbal information about Tribunal processes.</p> <p>In the 2016 user feedback survey, 67 per cent of parties and 83 per cent of representatives were satisfied with the Tribunal's information products.</p>
We will deal with you fairly	
You or your representative will have a reasonable opportunity to present your case.	In the 2016 user feedback survey, 67 per cent of parties agreed that the conference registrar gave them the opportunity to explain their case at a conference. In relation to hearings, 77 per cent of parties and 84 per cent of representatives agreed that the member gave the parties a chance to present their case.

COMMITMENT	RESULT FOR 2015–16
We will operate in an efficient manner	
We will acknowledge receipt of applications.	The average time for acknowledging receipt of applications during the reporting period was 2 days.
We will respond to enquiries within a reasonable time.	In the 2016 user feedback survey, 74 per cent of parties and 87 per cent of representatives agreed that staff were timely in responding to questions and enquiries.

Complaints to the Tribunal

Complaints may be made to the AAT orally or in writing. We encourage members and staff to address issues or concerns raised by people with whom they are dealing at the time of the interaction where possible. In circumstances where issues cannot be readily resolved, a person will be advised they may make a written complaint, including by way of our online feedback form.

We acknowledge receipt of written complaints within five working days and aim to provide a final response within 20 working days. If more time is required because of the complexity of the complaint or the need to consult with other persons before providing a response, we advise the complainant of progress in handling the complaint.

The AAT treats all complaints seriously and conducts investigations in an impartial manner as quickly as possible having regard to the principles of procedural fairness. Possible responses to complaints include the provision of information or an explanation, an apology, a change to practice and procedure or consideration of additional training and development for AAT personnel.

During 2015–16, the AAT received 138 complaints. Table 3.13 shows the subject matter of the complaints received in the reporting period.

Table 3.13 Issues raised in complaints to the AAT, 2015–16

ISSUE	NUMBER OF COMPLAINTS
Tribunal decisions	51
Conduct of members	35
Delay/timeliness	14
Procedural issues	12
Conduct of staff	10
Privacy	6
Fee refund	2
Publication of Tribunal decisions	2
Conduct of conferences	1
Other	5
TOTAL	138

The AAT provided a response to 134 complaints in 2015–16, responding to 110 of the 134 complaints within 20 working days. The average number of days from complaint to final response was seven working days.

The AAT formed the view that it could have handled matters more appropriately in relation to 19 complaints, which raised issues concerning administrative error, how Tribunal personnel communicated with users, procedure and timeliness. The Tribunal offered an apology in each case and raised the matters with the relevant areas and personnel.

CHAPTER 4

// Management and accountability

This chapter reports on the governance of the AAT, management of our human resources and our purchasing practices.

Corporate governance

In 2015–16, the AAT's structures, policies and practices contributed to sound corporate governance and management of the organisation.

Senior management

The President is responsible for ensuring the expeditious and efficient discharge of the AAT's business and for managing the Tribunal's administrative affairs. Division Heads assist the President by directing AAT business in their divisions. The Registrar assists the President in managing the AAT's administrative affairs and is:

- the accountable authority for the AAT under the *Public Governance, Performance and Accountability Act 2013*, and
- the Agency Head for the purposes of the *Public Service Act 1999*.

Senior Executive Service employees support the President, Division Heads and the Registrar to manage the Tribunal's operations.

The names of the AAT's senior leaders in 2015–16 and their areas of responsibility are detailed in Chapter 2.

The President and the Registrar were supported in carrying out their roles during the reporting period by a number of committees and groups. The Senior Leadership Group included the President, the Division Heads, the Registrar and the SES staff. The group met regularly throughout the year to review and provide advice in relation to matters that included caseload management, financial management, planning, stakeholder engagement and significant organisational developments. The Tribunal Executive Group, which comprises the Registrar and SES staff, met regularly to review and provide advice on corporate and operational management issues.

Several other committees and groups provided forums for consulting with members and staff during the year. They included the following key forums:

- Members' Leadership Group comprising the President, Division Heads, Deputy Division Heads, other Deputy Presidents and Senior Members with management roles and the Registrar
- National Consultative Committee, the peak staff consultative body, and
- Cross-Divisional Management Group and Principal Registry Management Group, which involve senior managers in the corporate and operational areas.

The Audit and Risk Committee and Workplace Health and Safety Committees supported the AAT's compliance with legislative and governance obligations.

Corporate planning

In 2015–16 we developed our first corporate plan, as required under section 35 of the Public Governance, Performance and Accountability Act. The Corporate Plan 2015–16 described our purpose, the environment in which we operate, and how we planned to measure our performance and achieve our goals. The Annual Performance Statement, an assessment of our performance against the measures in the plan, is in Chapter 3 of this report.

We also developed our Strategic Plan 2015–20 during the reporting year. This plan sets out four high-level strategies for achieving our vision and mission: to create an integrated, national Tribunal; to improve how we work and maximise our use of technology; to nurture relationships and partnerships; and to make the best use of our resources and build capacity.

These strategies informed operational planning and priorities during the year. Some of our key achievements in 2015–16 are noted in Chapters 1 and 3.

Risk management

During 2015–16, we had sound audit and risk management arrangements in place, including the Audit and Risk Committee.

The Committee's role is to provide independent assurance on the AAT's financial and performance reporting, risk oversight and management systems, and internal control systems. The Committee comprised an independent chair, two other independent members and two AAT representatives. Representatives from O'Connor Marsden and GS Corporate Services, who jointly provided internal audit services to the Tribunal during the reporting year, assisted and advised the Committee. Representatives from the Australian National Audit Office also attended meetings. The Committee approved a new charter and annual work plan in 2015–16 and provided independent advice to the Registrar on aspects of governance including audit, financial management, quality management, risk management and other compliance obligations.

During the year, the AAT's internal auditors undertook a number of audits, including:

- a business risk review, leading to the updating of our Risk Register and the development of a new internal audit plan for 2017 to 2019
- reviews of our business continuity and disaster recovery planning, and
- a review of the implementation of our payroll and leave system.

Internal audits of our finance and human resources areas were in progress at year's end.

Internal and external audit activities conducted in 2015–16 identified no significant issues. All issues identified were addressed by management and reviewed by the Audit and Risk Committee.

No instances of significant non-compliance with the finance law were reported to the Minister for Finance under paragraph 19(1)(e) of the Public Governance, Performance and Accountability Act in relation to the reporting year.

Other activities in 2015–16 related to identifying and managing risk included:

- developing a National Security Framework which sets out our approach to protective security management and establishing a Protective Security Committee for the amalgamated AAT to support and maintain an appropriate protective security environment and culture
- preparing an enterprise security risk assessment to inform suitable physical security design principles and standards for incorporation into design plans at all new fit-outs
- revising and updating national security procedures to reflect security features included in new co-located fit-out, and to ensure consistency following amalgamation, and
- conducting a comprehensive review of our information communications technology environment and systems to support compliance with government standards and to identify information security risks.

Fraud control

We are committed to preventing, detecting and dealing with fraud in relation to our operations. We had in place an appropriate fraud control framework in 2015–16, including revised arrangements for reporting and investigating fraud in the amalgamated AAT. An eLearning package provided members and staff with information on recognising and reporting incidents of fraud. We will review our fraud control plan in 2016–17.

CERTIFICATION OF AAT FRAUD CONTROL ARRANGEMENTS

I, Sian Leathem, certify that the AAT:

- has prepared fraud risk assessments and fraud control plans
- has in place appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the AAT, and
- has taken all reasonable measures to deal appropriately with fraud relating to the AAT.



Sian Leathem

Registrar

28 September 2016

Maintaining ethical standards

Rules and standards relevant to ethical conduct, such as the APS Values, Code of Conduct and Employment Principles, are incorporated into our policies, guidelines and instructions.

The enterprise agreement in force in 2015–16 included a commitment that all staff accept a responsibility to contribute to AAT outcomes by adhering to and promoting the Values and Code of Conduct. Training relating to the Values and the Code of Conduct formed part of our induction process in 2015–16. All new staff were given a copy of the Values, Code of Conduct and Employment Principles as well as relevant excerpts from the *Crimes Act 1914* and the Australian Privacy Principles, and were required to sign a statement confirming they had read and understood them.

During 2015–16, we developed a Conduct Guide for AAT Members for the amalgamated Tribunal which provides guidance on appropriate conduct and professional behaviour for members in their professional duties and their private conduct as it affects those duties.

Management of human resources

Our members and staff are integral to carrying out our role effectively. We aim to create a workplace that supports our members and staff in providing high-quality services that meet the needs of users.

Staffing overview

Following the merger of the Migration Review Tribunal, the Refugee Review Tribunal and Social Security Appeals Tribunal with the AAT, the number of staff employed by the AAT under the Public Service Act increased significantly: from 157 at 30 June 2015 to 530 at 30 June 2016. The number of staff at the end of the reporting period includes 19 staff engaged in the work of the Immigration Assessment Authority.

Table 4.1 shows the number of ongoing and non-ongoing APS employees on 30 June 2015 and 30 June 2016 by job classification, employment status, gender and location. It also contains information about the number of AAT staff who identify as Indigenous, from a non-English speaking background and as a person with disability. A more detailed breakdown of staffing at 30 June 2016 by job classification, registry and gender is in Appendix 2.

Table 4.1 Workforce profile^a

	AT 30 JUNE 2015			AT 30 JUNE 2016 ^b		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Job classification						
APS Level 1	0	0	0	1	0	1
APS Level 2	0	10	10	9	19	28
AAT Broadband 3/4	39	39	78	176	70	246
APS Level 5	7	1	8	52	4	56
APS Level 6	17	5	22	87	5	92
Executive Level 1	8	4	12	51	4	55
Executive Level 2	21	4	25	38	8	46
SES Band 1	2	0	2	6	0	6
Total	94	63	157	420	110	530
Employment status						
Full-time	79	36	115	350	74	424
Part-time	15	2	17	70	11	81
Irregular/intermittent	0	25	25	0	25	25
Total	94	63	157	420	110	530
Gender						
Female	60	44	104	265	70	335
Male	34	19	53	155	40	195
Total	94	63	157	420	110	530
Location						
New South Wales	30	16	46	213	39	252
Victoria	16	6	22	129	28	157
Queensland	24	17	41	38	17	55
South Australia	9	5	14	17	7	24
Western Australia	8	8	16	13	10	23
Tasmania	1	4	5	3	4	7
Australian Capital Territory	6	7	13	7	5	12
Total	94	63	157	420	110	530
Equal employment opportunity data^c						
Indigenous	1	0	1	7	0	7
Non-English speaking background	28	16	44	103	19	122
People with disability	2	1	3	10	3	13

^a These figures include all ongoing and non-ongoing staff. Staff on long-term leave (of greater than three months) or on temporary transfer to another agency are not included. If they have been replaced, the replacement staff are included.

^b These figures include the Immigration Assessment Authority Senior Reviewer and Reviewers, and staff made available to assist the Immigration Assessment Authority.

^c These figures are based on information voluntarily provided by staff.

We employ staff around Australia and have a diverse staffing profile. Sixty-three per cent of our APS employees are women with strong representation across all classification levels. Twenty-three per cent of our staff identify as being from a non-English speaking background.

In 2015–16, we increased our focus on workforce planning, allocating a position dedicated to the activity. We investigated workforce planning strategy and practice, reviewed staffing data in our HR systems and started to develop an AAT Workforce Plan which will be finalised in 2016–17. The plan is designed to develop the capabilities of our staff as we merge workforce planning practices with business continuity planning. Workforce development initiatives will centre on providing workforce planning support and tools to managers to integrate this activity with annual planning, effective performance management, recruitment and retention, leadership and talent management and enhanced learning and development programs.

Employment agreements and arrangements for AAT staff

During 2015–16, the majority of our APS employees were covered by the AAT's enterprise agreement, the *Administrative Appeals Tribunal Agency Agreement 2011–2014*. The agreement came into force on 29 August 2011 and nominally expired on 30 June 2014. Bargaining for a new enterprise agreement began in July 2014 and continued in 2015–16 with a committee comprising management and staff representatives for the amalgamated AAT.

Table 4.2 shows the number of APS employees covered by the AAT's enterprise agreement and by individual employment arrangements at 30 June 2016, as well as the salary ranges available to AAT staff in 2015–16, by classification level.

Consistent with the requirements of the *Public Service Regulations 1999* relating to machinery of government changes, the salaries of APS employees who moved to the AAT from the MRT, RRT and SSAT were maintained where they were above the salary ranges of the AAT enterprise agreement. These maintained salaries are reflected in the table below.

Table 4.2 Salary range and employment arrangements

JOB CLASSIFICATION	SALARY RANGE ^a	ENTERPRISE AGREEMENT	INDIVIDUAL FLEXIBILITY AGREEMENT ^b	AUSTRALIAN WORKPLACE AGREEMENT	SECTION 24(1) DETERMINATION
APS Level 1	\$42,745–48,635	1	0	0	0
APS Level 2	\$48,374–55,389	28	0	0	0
AAT Broadband 3/4	\$57,282–70,208	246	0	0	0
APS Level 5	\$68,491–74,956	56	0	0	0
APS Level 6	\$74,196–87,745	92	0	0	0
Executive Level 1	\$93,976–119,577	54	2	1	0
Executive Level 2	\$112,527–135,472	45	5	1	0
SES Band 1	\$144,929–188,000	2	0	0	4
TOTAL		524	7	2	4

^aSalary ranges include salaries maintained under machinery of government arrangements.

^bStaff with individual flexibility arrangements were also covered by the enterprise agreement.

Senior Executive Service employee remuneration

Remuneration for the AAT's Senior Executive Service employees was determined having regard to the remuneration for SES staff in similar Australian Government agencies. The remuneration package allowed the occupant to cash out certain items in accordance with common Australian Government practice.

Performance pay

The AAT did not have a performance pay or bonus system for any staff in 2015–16, nor did it pay a performance bonus to any staff.

Non-salary benefits

Non-salary benefits available to staff in 2015–16 under the enterprise agreement included:

- three days of paid leave between Christmas Day and New Year's Day, other than for essential front-line staff who maintained basic registry functions
- two weeks of paid maternity/parenting leave in addition to the legislated minimum
- access to our Studies Assistance Scheme
- ability to participate in a Transport Loans Scheme, and
- health and wellbeing benefits such as assistance for group or individual participation in health and fitness activities, the Employee Assistance Program, eyesight testing and flu vaccinations.

Following amalgamation, a number of non-salary benefits available to staff of the MRT, RRT and SSAT were maintained by determinations made by the Registrar under subsection 24(1) of the Public Service Act.

These included:

- continuing approved individual study assistance arrangements until the completion of studies
- granting maternity and parental leave in line with the terms and conditions applying to MRT, RRT and SSAT employees where approval was granted before amalgamation for leave to commence on or before 30 September 2015, and
- access to miscellaneous leave of up to 2.75 days for former MRT and RRT staff, and 1.5 days for former SSAT staff.

Developing our members and staff

Learning and development are a priority for the AAT. In 2015–16, we delivered a wide range of activities to meet the needs of members and staff and to strengthen the capability of the amalgamated AAT. We routinely sought feedback from participants to evaluate the effectiveness of training and development initiatives.

Major professional development activities

Major professional development activities undertaken during 2015–16 supported the strategic goals of creating an integrated, national organisation, and building capacity.

Leadership development for SES, Executive Level and APS Level 6 staff was identified as a priority. Current and emerging leaders were selected to participate in programs offered by a number of providers, including the Attorney-General's Department, the Australia New Zealand School of Government and the Queensland University of Technology. Staff and senior managers also engaged in a mentoring program over a six-month period.

Another key activity in the reporting year was the AAT National Conference, held from 23 to 25 May 2016. The conference provided the first opportunity for members and senior staff to come together as the amalgamated Tribunal. The focus was on professional development relevant to work in all divisions, including topics such as statutory interpretation, assessing credibility and managing change and stress in the workplace.

Member professional development

In 2015–16, the AAT developed a revised Member Professional Development Program for the amalgamated Tribunal. The Member Professional Development Advisory Group was established to advise on and support the program.

A formal induction program was conducted for two groups of new members and individual programs were arranged for some new members in the reporting period. The induction program included a comprehensive introduction to the AAT, our key jurisdictions, structure and operations. The program was complemented by specific divisional induction activities. New members were paired with an experienced mentor.

Members attended a range of in-house professional development sessions during 2015–16 as well as external seminars, workshops and other professional activities, including conferences arranged by the Council of Australasian Tribunals.

Conference registrar professional development

Our Conference Registrar Professional Development Program is based on a framework of competencies specific to the AAT and includes induction, mentoring, reflective learning, peer review and performance appraisal. Professional development activities in 2015–16 focused on developing skills to deal with increasing numbers of self-represented parties with multiple disabilities or other indicators of disadvantage, as well as exploring new pathways for the use of early case assessment and alternative dispute resolution techniques across the divisions. Access to continuing professional development assisted conference registrars in meeting the requirements for remaining accredited under the National Mediator Accreditation System.

Staff learning and development

Learning and development for staff during 2015–16 sought to meet the diverse learning needs of individuals and teams. Staff undertook a range of activities that included in-house learning as well as seminars and workshops delivered by external providers.

Activities designed to support the amalgamation of the tribunals and, in particular, to equip staff in registries to process applications and interact with parties and representatives in all types of reviews, were a key focus during the year. Workshops on dealing with difficult behaviours and building assertiveness assisted staff in the transition to the amalgamated AAT.

Training opportunities were offered in a wide range of other areas, including innovation, project management, records management, software skills training and stakeholder presentation and facilitation.

A training needs analysis was undertaken during the reporting period which informed the identification of future priority areas. The AAT induction program for new staff was revised and incorporated into a fully online learning format.

Our Studies Assistance Scheme provided ongoing and certain non-ongoing staff with access to financial support and/or study leave to develop their own capability, and that of the AAT, through vocational and tertiary education. During the reporting year, 20 employees accessed support for studies in areas such as communications, government, law, management and public policy.

Staff performance management program

The AAT's Performance Management Program requires staff to have performance agreements which also address training and development needs. Appraisals were conducted in 2015–16 in accordance with the performance management guidelines. Salary advancement was linked to performance. Work continued during the year on developing a revised performance management framework.

Workplace diversity

We are committed to being an organisation that recognises, respects and supports employees from diverse backgrounds. We developed the Workplace Diversity Plan 2016–17 which will help us continue to build an organisation that reflects diversity in the Australian community and maximises the opportunities and knowledge a diverse workforce can offer.

Other activities undertaken during 2015–16 included the purchase of an online training course to promote Indigenous cultural awareness and an understanding of the benefits of diversity in the workplace. We also participated in a number of activities relating to the Australian Public Service Commission Indigenous Pathways Graduate Program, and recruitment activities for this program will continue into 2016–17. Harmony Day and NAIDOC week events occurred in state offices.

Work health and safety

We are committed to providing and maintaining a safe and healthy work environment through cooperative, consultative relationships. We are also committed to introducing and promoting measures for ensuring the health, safety and welfare of all employees.

Three Work Health and Safety (WHS) Committees were formed for the amalgamated AAT during the reporting year to cover all offices. Each committee is comprised of a management representative, a full-time member representative, a staff representative and a WHS coordinator. The committees held combined meetings.

In 2015–16, the WHS committees and WHS coordinator undertook a number of reviews to accommodate changes to the amalgamated structure and reporting arrangements to ensure continued compliance with the *Work Health and Safety Act 2011*. A review of the overall AAT Work Health and Safety Policy encompassed standardised reporting for WHS, harassment, hazard and security incidents as well as First Aid provision and resources. Initiatives stemming from this review included updating procedures for incident response, and making a minimum of two financially-supported and trained First Aid Officers available to members and staff in each location (except Hobart). Online training in WHS, developed by Comcare, was made available to members and staff via the intranet. WHS awareness was incorporated into member and staff inductions in 2015–16.

Health and wellbeing initiatives undertaken in 2015–16 included approximately 350 workstation assessments in all locations and related follow-up actions, providing operator adjustable sit/stand workstations, 333 flu vaccinations, and an audit of emergency evacuation drills and emergency warden training. Other health and wellbeing initiatives included making employees aware of the Employee Assistance Program, as well as reimbursing eyesight testing and group sporting activity costs.

Notifiable incidents and investigations

One notifiable incident arising out of the conduct of the AAT's business and resulting in serious injury or illness of a person was required to be reported to Comcare in 2015–16 under the Work Health and Safety Act. No investigations were conducted in relation to the AAT during the reporting year and no notices were given to the AAT under Part 10 of the Work Health and Safety Act.

Compensation

The AAT continues to have a low number of accepted compensation claims over time, as shown in Table 4.3 on the next page.

Table 4.3 Trends in compensation claims, 2013–14 to 2015–16

	2013–14	2014–15	2015–16
Number of claims accepted	4	0	0

Workplace harassment

The AAT's commitment to preventing and eliminating all forms of harassment in the workplace was set out in the Prevention and Elimination of Workplace Harassment policy which articulates our expectations of members, managers and staff in preventing and dealing with workplace harassment. Seven Workplace Harassment Contact Officers, including one member, were available to members and staff during 2015–16.

Productivity gains

The amalgamation of the AAT with the MRT, RRT and SSAT provided an opportunity to review our operations and identify ways in which we could streamline our procedures to deliver efficiencies. We consolidated the corporate functions delivered by the Principal Registry in the first half of the year. We also took the first steps towards integrating registry operations, establishing an integrated front-of-house team in our new single location in Sydney, and streamlining management of registry operations in Perth. Integrating registry services will be a priority for the AAT in 2016–17.

Purchasing

The AAT's procurement policies and practices reflect the principles and requirements in the Commonwealth Procurement Rules. Our Accountable Authority Instructions and other guidance material supported staff with purchasing duties to secure value for money, encourage competition, ensure the efficient, effective, economical and ethical use of government resources, provide accountability and transparency, and ensure compliance with other Australian Government policies.

In relation to major purchases and contracts, open tender or prequalified tender processes were employed unless the procurement purchase was covered by a mandatory whole-of-government arrangement or a limited tender was appropriate in the particular circumstances. For purchases and contracts below the mandatory tender threshold, at least three quotes were generally required, together with an assessment of the need justifying the purchase request and an analysis of why the selected quote would achieve value for money.

We support small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website: www.finance.gov.au/procurement/statistics-on-commonwealth-purchasing-contracts. We supported small business participation by utilising the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000, by communicating in clear, simple language, by presenting information in accessible formats and by using electronic systems to facilitate on-time payment of invoices.

Consultants

The AAT uses consultants where there is a need for independent research or assessment, or for specialist knowledge or skills that are not available within the AAT. Any decision to engage a consultant is made after considering the skills and resources required for the task, internal capacity and the cost effectiveness of contracting an external service provider. Consultants are selected in accordance with the Commonwealth Procurement Rules and relevant internal policies. Consultants were engaged in 2015–16 to investigate issues, carry out independent reviews and evaluations and provide independent advice, information and solutions to assist in our decision-making.

During 2015–16, 16 new consultancy contracts were entered into involving total actual expenditure of \$238,749. In addition, eight ongoing consultancy contracts were active during the period, involving total actual expenditure of \$330,107. Expenditure on consultants in the amalgamated AAT during 2015–16 was approximately \$55,000 less than the combined expenditure on consultants of the AAT, MRT, RRT and SSAT during 2014–15.

Table 4.4 sets out the AAT’s total actual expenditure on all consultancies in the three most recent reporting years.

Table 4.4 Total actual expenditure on consultancy contracts, 2013–14 to 2015–16

	2013–14	2014–15	2015–16
Total actual expenditure (incl GST)	\$241,387	\$293,963	\$568,856

Reporting on purchases

Purchases were gazetted as required. Details of all contracts of \$100,000 or more that were current in the most recent calendar or financial year were available on the AAT’s website in accordance with the Senate order on agency contracts.

There were no contracts of \$100,000 or more let in 2015–16 that did not include a clause providing for the Auditor-General to have access to the contractor’s premises.

There were no contracts of more than \$10,000 (including GST) or standing offers exempt from being published on the AusTender website on the basis that they would disclose exempt matters under the *Freedom of Information Act 1982*.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website www.tenders.gov.au.

CHAPTER 5

// Immigration Assessment Authority

The Immigration Assessment Authority (IAA) was established in April 2015 as a separate office within the Refugee Review Tribunal. From 1 July 2015, it became a separate office within the AAT's Migration and Refugee Division. The IAA is independent of the Department of Immigration and Border Protection and of the Minister for Immigration and Border Protection.

Role and function

The role of the IAA is to conduct reviews of fast track reviewable decisions. Fast track reviewable decisions are those decisions made by the Minister, or a delegate, to refuse to grant a protection visa to a fast track applicant. Fast track applicants are unauthorised maritime arrivals who entered Australia between 13 August 2012 and 31 December 2013 who have not been taken to an offshore processing country and have been permitted by the Minister to make a protection visa application. Fast track applicants are also persons specified by the Minister by instrument.

Structure of the IAA

The IAA consists of the President of the AAT, the Division Head of the Migration and Refugee Division, the Senior Reviewer and the Reviewers.

The President and the Division Head are responsible for the overall operation and administration of the IAA. The Senior Reviewer is responsible for managing the IAA, subject to the directions of, and in accordance with policies determined by, the President and the Division Head.

The Senior Reviewer must be a Senior Executive Service employee and the Reviewers must also be engaged under the *Public Service Act 1999*. Following a merit selection process, Ms Sobet Haddad was appointed as Senior Reviewer and commenced in September 2015. As at 30 June 2016, there were 13 Reviewers.

The Senior Reviewer and Reviewers are supported in the performance of their functions by staff made available by the AAT.

For the purposes of the finance law and the Public Service Act, the IAA is considered to be part of the AAT.

Figure 2.1 in Chapter 2 illustrates the organisational structure of the AAT, including the IAA. More information about IAA staffing is available in Appendix 2.

Steps in a review

The Department automatically refers fast track reviewable decisions to the IAA. Fast track reviewable decisions are decisions where the Department has refused to grant a protection visa to a fast track applicant and the applicant is not an excluded fast track review applicant.

Referrals are electronic and contain the decision-maker's statement of reasons for the decision. The Department must also give the IAA any material given to the decision-maker by the referred applicant before the decision was made and any other material considered by the Department to be relevant to the review.

Once a fast track reviewable decision has been referred to the IAA for review, the IAA must conduct a review that is efficient, quick, free of bias and consistent with the procedural requirements set out in the *Migration Act 1958*.

The IAA undertakes a limited form of merits review, with decisions in the majority of cases made 'on the papers'. While the IAA has no duty to do so, it can get, request or accept any new information that was not before the Department, but may only consider it in exceptional circumstances. The IAA may request new information be given to it in writing or at an interview. The IAA does not conduct hearings. The President has issued a practice direction relating to procedures in the IAA.

The IAA can:

- affirm the fast track reviewable decision to refuse the referred applicant a protection visa, or
- remit the matter to the Department for reconsideration with directions, including that the referred applicant is a refugee within the meaning of subsection 5(1) of the Migration Act.

The review process is expected to take six weeks to complete, or longer if new material is to be considered.

Performance

Caseload information

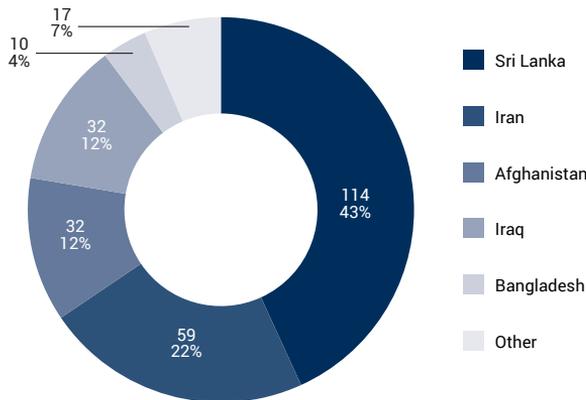
The first cases were referred to the IAA in late October 2015. As shown in Table 5.1, by 30 June 2016, the IAA had been referred 264 cases, 130 of which were finalised. The top five countries of origin of referred applicants were Sri Lanka, Iran, Afghanistan, Iraq and Bangladesh. Chart 5.2 shows the proportion of referrals made for these five and all other countries.

The number of referrals began to increase markedly in the last months of the reporting period. The numbers are expected to increase significantly in 2016–17.

Table 5.1 Caseload overview, 2015–16 – Immigration Assessment Authority

REFERRALS	DECISIONS	ON HAND AT YEAR END	MEDIAN TIME TO FINALISE (WEEKS)
264	130	134	5

Chart 5.2 Referrals to the IAA by country of origin, 2015–16



Of the 130 referrals finalised during 2015–16, the IAA affirmed the decision under review in 94 cases. The decision was remitted to the Department for reconsideration in 36 cases.

The median number of weeks from referral to decision for the reporting period was five weeks.

Forty-five judicial review applications made under Part 8 of the Migration Act were lodged in respect of IAA decisions made in 2015–16. This represents 35 per cent of all decisions made. One judicial review application was finalised in the period with the matter remitted to the IAA.

Complaints

During 2015–16, the IAA did not receive any complaints.

FINANCIAL STATEMENTS



INDEPENDENT AUDITOR'S REPORT

To the Attorney-General

I have audited the accompanying annual financial statements of the Administrative Appeals Tribunal for the year ended 30 June 2016, which comprise the Statement by the Registrar and Chief Financial Officer; Statement of Comprehensive Income; Statement of Financial Position; Statement of Changes in Equity; Cash Flow Statement; Administered Schedule of Comprehensive Income; Administered Schedule of Assets and Liabilities; Administered Reconciliation Schedule; Administered Cash Flow Statement; and Notes to and forming part of the financial statements.

Opinion

In my opinion, the financial statements of the Administrative Appeals Tribunal:

- (a) comply with Australian Accounting Standards and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Administrative Appeals Tribunal as at 30 June 2016 and its financial performance and cash flows for the year then ended.

Accountable Authority's Responsibility for the Financial Statements

The Registrar of the Administrative Appeals Tribunal is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards and the rules made under that Act and is also responsible for such internal control as the Registrar determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I have conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor

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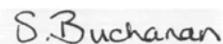
considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Accountable Authority of the entity, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting my audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

Australian National Audit Office

A handwritten signature in black ink that reads "S. Buchanan". The signature is written in a cursive style and is positioned above the printed name.

Serena Buchanan
Executive Director

Delegate of the Auditor-General

Canberra
19 September 2016

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ADMINISTRATIVE APPEALS TRIBUNAL

STATEMENT BY THE REGISTRAR AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2016 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Administrative Appeals Tribunal will be able to pay its debts as and when they fall due.



Sian Leatham
Registrar

19 September 2016



Navaka Arachchige
Chief Financial Officer

19 September 2016

Statement of Comprehensive Income

for the period ended 30 June 2016

	Notes	2016 \$'000	Original Budget \$'000
NET COST OF SERVICES			
Expenses			
Employee Benefits	1.1A	94,316	101,112
Suppliers	1.1B	32,160	28,667
Depreciation and amortisation	3.2A	7,404	5,671
Losses from asset sales		15	-
Total expenses		133,895	135,450
Own-Source Income			
Own-source revenue			
Sale of Goods and Rendering of Services	1.2A	743	1,177
Other Revenue	1.2B	102	-
Total own-source revenue		845	1,177
Gains			
Other Gains	1.2C	1,442	1,379
Total gains		1,442	1,379
Total own-source income		2,287	2,556
Net cost of services		(131,608)	(132,894)
Revenue from Government	1.2D	123,529	127,223
Deficit		(8,079)	(5,671)
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to net cost of services			
Changes in asset revaluation surplus		1,053	-
Total other comprehensive income after income tax		1,053	-

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Statement of Comprehensive Income for not-for-profit Reporting Entities

Variances are considered to be "major" based on the following criteria:

- variance between budget and actual is greater than 10% at item level; and
- variance is greater than 2% of the relevant categories. In the case of the Statement of Comprehensive Income, they are total expenses or total revenue.

The variance against *Suppliers* predominantly relates to price increases and increased accommodation costs as a result of changes to accommodation project timelines for co-location in Sydney and Perth. This was not anticipated at the time of developing the budget.

The variance against *Revenue from Government* is mainly due to the demand-driven funding model in place in the Migration and Refugee Division, inherited from the Migration Review Tribunal and Refugee Review Tribunal at amalgamation. The funding model is based on appropriation at budget for finalising 18,000 decisions per annum, adjusted for any variances above (additional appropriation) or below (handing back appropriation) that number, at Portfolio Additional Estimates Statements (PAES). The Migration and Refugee Division finalised 16,111 decisions in 2015-16.

The *Changes in asset revaluation surplus* relates to lease extensions executed for the Melbourne and Perth accommodation. These extensions were not anticipated at the time of developing the budget.

Statement of Financial Position

as at 30 June 2016

		2016	Original Budget
	Notes	\$'000	\$'000
ASSETS			
Financial assets			
Cash and Cash Equivalents	3.1A	489	620
Trade and Other Receivables	3.1B	63,515	70,924
Total financial assets		64,004	71,544
Non-financial assets			
Leasehold improvements	3.2A	33,293	13,567
Plant and equipment	3.2A	2,573	5,865
Computer software	3.2A	3,968	4,796
Other Non-Financial Assets	3.2B	545	733
Total non-financial assets		40,379	24,961
Total assets		104,383	96,505
LIABILITIES			
Payables			
Suppliers	3.3A	1,899	9,395
Other Payables	3.3B	24,989	3,873
Total payables		26,888	13,268
Interest bearing liabilities			
Leases		-	25
Total interest bearing liabilities		-	25
Provisions			
Employee Provisions	6.1A	20,189	21,799
Other Provisions	3.4A	2,330	1,741
Total provisions		22,519	23,540
Total liabilities		49,407	36,833
Net assets		54,976	59,672
EQUITY			
Contributed equity		55,056	61,795
Reserves		5,141	3,600
Retained deficit		(5,221)	(5,723)
Total equity		54,976	59,672

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Statement of Financial Position for not-for-profit Reporting Entities

Variances are considered to be "major" based on the following criteria:

- variance between budget and actual is greater than 10% at item level; and
- variance is greater than 2% of the relevant categories. In the case of the Statement of Financial Position, it is total equity.

Original Budget for *Trade and Other Receivables* included appropriation receivable balances of the Migration Review Tribunal and Refugee Review Tribunal and the Social Security Appeals Tribunal. A section 75 determination was not signed as at 30 June 2016 for the cash and receivable amounts of the Social Security Appeals Tribunal, therefore these amounts have not been recognised in the 2015-16 results.

The variance against *Leasehold improvements* relates to fit-out acquisition in the Sydney co-location. This information was not available at the time of developing the budget.

The variance against *Plant and equipment* relates to budgeted acquisition not taking place due to delayed co-location in Melbourne, Perth and Adelaide.

Suppliers payables represent activity performed during the year but unpaid at year-end. These amounts vary from year to year dependent on the timing of work delivered by suppliers and the payment terms of contracts.

The variance against *Other payables* relates to the lessor's contribution to fit-out for the property lease in Sydney. Lease incentive is amortised on a straight line basis, and this information was not available at the time of developing the budget.

Original Budget for *Contributed equity* included net assets of the Migration Review Tribunal and Refugee Review Tribunal and the Social Security Appeals Tribunal. A section 75 determination was not signed as at 30 June 2016 for the cash and receivable amounts of the Social Security Appeals Tribunal, therefore these amounts have not been recognised in the 2015-16 results.

The variance against *Reserves* is due to revaluation reserves relating to asset revaluation surplus outlined in the Statement of Comprehensive Income.

Statement of Changes in Equity

for the period ended 30 June 2016

	Notes	2016 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period		6,201	6,201
Adjusted opening balance		6,201	6,201
Transactions with owners			
Contributions by owners			
Departmental capital budget		4,633	4,633
Restructuring	8.1	44,222	50,961
Total transactions with owners		48,855	55,594
Transfers between equity components		-	-
Closing balance as at 30 June		55,056	61,795
RETAINED EARNINGS			
Opening balance		2,858	(52)
Adjusted opening balance		2,858	(52)
Comprehensive income			
Surplus/(Deficit) for the period		(8,079)	(5,671)
Total comprehensive income		(8,079)	(5,671)
Transfers between equity components		-	-
Closing balance as at 30 June		(5,221)	(5,723)
ASSET REVALUATION RESERVE			
Opening balance		4,088	3,600
Adjusted opening balance		4,088	3,600
Comprehensive income			
Other comprehensive income		1,053	-
Total comprehensive income		1,053	-
Transfers between equity components		-	-
Closing balance as at 30 June		5,141	3,600

The above statement should be read in conjunction with the accompanying notes.

Accounting Policy

Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

Restructuring of Administrative Arrangements

Net assets received from or relinquished to another Government entity under a restructuring of administrative

Budget Variances Commentary

Statement of Changes in Equity for not-for-profit Reporting Entities

Variances are considered to be "major" based on the following criteria:

- variance between budget and actual is greater than 10% at item level; and
- variance is greater than 2% of the relevant categories. In the case of the Statement of Changes in Equity, it is total equity.

The variance against *Restructuring* reflects the section 75 determination not signed as at 30 June 2016 for the cash and receivable amounts of the Social Security Appeals Tribunal, outlined in the Statement of Financial Position.

The variance against the *Retained Earnings opening balance* relates to the operating result of the AAT for 2014-15 not available at the time of developing the original budget.

The variance against *Deficit for the period* predominantly relates to lower appropriation revenue recognised during the year. The AAT is currently funded using a combination of funding inherited from the amalgamating tribunals, including a demand-driven funding model for the Migration and Refugee Division which provides upfront (fixed) funding for a base number of 18,000 cases, and a marginal cost based funding adjustment for actual caseload finalised (above or below the base number of cases) for the year. The AAT's other divisions and the Immigration Assessment Authority (IAA) are funded on a fixed funding model and is not linked to caseload. In 2015-16, the Migration and Refugee Division finalised 16,111 cases, 1,889 below the base number of cases.

The increase to *Asset revaluation reserve from comprehensive income* relates to the revaluation surplus recognised for leasehold improvement assets, outlined in the Statement of Comprehensive Income.

Cash Flow Statement

for the period ended 30 June 2016

	2016	Original Budget
Notes	\$'000	\$'000
OPERATING ACTIVITIES		
Cash received		
Appropriations	131,591	120,393
Sale of goods and rendering of services	751	1,177
Other ¹	18,458	-
Total cash received	<u>150,800</u>	<u>121,570</u>
Cash used		
Employees	(97,958)	(96,202)
Suppliers	(30,294)	(25,125)
Net GST paid	(232)	-
Total cash used	<u>(128,484)</u>	<u>(121,327)</u>
Net cash from/(used by) operating activities	<u>22,316</u>	<u>243</u>
INVESTING ACTIVITIES		
Cash used		
Purchase of property, plant and equipment	(27,244)	(4,633)
Total cash used	<u>(27,244)</u>	<u>(4,633)</u>
Net cash from/(used by) investing activities	<u>(27,244)</u>	<u>(4,633)</u>
FINANCING ACTIVITIES		
Cash received		
Contributed equity	4,633	4,633
Cash received on restructuring of administrative arrangements	220	-
Total cash received	<u>4,853</u>	<u>4,633</u>
Net cash from/(used by) financing activities	<u>4,853</u>	<u>4,633</u>
Net increase/(decrease) in cash held	<u>(75)</u>	<u>243</u>
Cash and cash equivalents at the beginning of the reporting period	564	377
Cash and cash equivalents at the end of the reporting period	<u>489</u>	<u>620</u>

The above statement should be read in conjunction with the accompanying notes.

1. The amount represents movement in lease incentives balances related to the Sydney fit-out landlord incentive.

Budget Variances Commentary

Cash Flow Statements for not-for-profit Reporting Entities

Variances are considered to be "major" based on the following criteria:

- variance between budget and actual is greater than 10% at item level; and
- variance is greater than 2% of the relevant categories. In the case of the Cash Flow Statement, it is total equity.

The variance against *Other* under Operating Activities Cash received relates to lessor's contribution to fit-out for the property lease in Sydney, outlined in the Statement of Financial Position.

The variance against *Suppliers* under Operating Activities Cash used relates to higher than budgeted suppliers' expenses, discussed in the Statement of Comprehensive Income.

The variance against *Purchase of property, plant and equipment* under Investing Activities Cash used relates predominantly to higher than budgeted leasehold improvement purchase, discussed in the Statement of Financial Position.

Administered Schedule of Comprehensive Income*for the period ended 30 June 2016*

	Notes	2016 \$'000	Original Budget \$'000
NET COST OF SERVICES			
Expenses			
Bad debts (Refugee Review Tribunal post decision fees)	2.1A	2,307	2,600
Other Expenses	2.1A	5,256	6,400
Total expenses		7,563	9,000
Income			
Revenue			
Non-taxation revenue			
Other Revenue	2.2A	26,633	28,392
Total non-taxation revenue		26,633	28,392
Total revenue		26,633	28,392
Total income		26,633	28,392
Net contribution by services		19,070	19,392
Surplus		19,070	19,392
OTHER COMPREHENSIVE INCOME			
Total comprehensive income		19,070	19,392

The above schedule should be read in conjunction with the accompanying notes.

Budget Variances Commentary**Administered Schedule of Comprehensive Income for not-for-profit Reporting Entities**

Variances are considered to be "major" based on the following criteria:

- variance between budget and actual is greater than 10% at item level; and
- variance is greater than 2% of the relevant categories. In the case of the Administered Schedule of Comprehensive Income, they are total administered expenses or total administered revenue.

The variance against *Bad debts* relates to fewer decisions made by the Refugee Review Tribunal and a decrease in provision for Refugee Review Tribunal post-decision fees receivable. The management of Refugee Review Tribunal post-decision fees receivable is carried out by the Department of Immigration and Border Protection and provision of doubtful debt is made based on the actual repayment trend. There is a marginal increase in repayments received and this is reflected in the reduced provision.

The variance against *Other expenses* relates to the lower volume of refunds paid and is reflective of the total number of cases finalised by the AAT in 2015-16.

Administered Schedule of Assets and Liabilities*as at 30 June 2016*

	Notes	2016 \$'000	Original Budget \$'000
ASSETS			
Financial assets			
Cash and Cash Equivalents	4.1A	162	138
Trade and Other Receivables	4.1B	2,801	2,210
Total financial assets		<u>2,963</u>	<u>2,348</u>
Total assets administered on behalf of Government		<u>2,963</u>	<u>2,348</u>
LIABILITIES			
Payables			
Suppliers	4.2A	437	-
Total payables		<u>437</u>	<u>-</u>
Total liabilities administered on behalf of Government		<u>437</u>	<u>-</u>
Net assets		<u>2,526</u>	<u>2,348</u>

The above schedule should be read in conjunction with the accompanying notes.

Budget Variances Commentary**Administered Schedule of Assets and Liabilities for not-for-profit Reporting Entities**

Variances are considered to be "major" based on the following criteria:

- variance between budget and actual is greater than 10% at item level; and
- variance is greater than 2% of the relevant categories. In the case of the Administered Schedule of Assets and Liabilities, it is administered net assets.

Trade and other receivables relates to Refugee Review Tribunal post-decision fees receivable and is driven by the number of applications received and finalised by the AAT. The number of applications received fluctuates from year to year and is beyond the AAT's control.

Administered Reconciliation Schedule		
	Notes	2016 \$'000
Opening assets less liabilities as at 1 July		<u>3</u>
Adjusted opening assets less liabilities		<u>3</u>
Net (cost of)/contribution by services		
Income		26,633
Expenses		
Payments to entities other than corporate Commonwealth entities		(7,563)
Transfers (to)/from the Australian Government		
Special appropriations (limited)		
Payments to entities other than corporate Commonwealth entities		5,333
Appropriation transfers to Official Public Account		
Transfers to Official Public Account		(23,389)
Restructuring		1,509
Closing assets less liabilities as at 30 June		<u>2,526</u>

The above schedule should be read in conjunction with the accompanying notes.

Accounting Policy

Administered cash transfers to and from the Official Public Account

Revenue collected by the AAT for use by the Government rather than the AAT is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance. Conversely, cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of Government. These transfers to and from the OPA are adjustments to the administered cash held by the AAT on behalf of Government and reported as such in the schedule of Administered Cash Flows and in the Administered Reconciliation Schedule.

Administered Cash Flow Statement*for the period ended 30 June 2016*

	2016
Notes	\$'000
OPERATING ACTIVITIES	
Cash received	
Application fees	23,435
Total cash received	<u>23,435</u>
Cash used	
Refund of application fees	(5,343)
Total cash used	<u>(5,343)</u>
Net cash from/(used by) operating activities	<u>18,092</u>
INVESTING ACTIVITIES	
Total cash used	-
Net cash from/(used by) investing activities	-
FINANCING ACTIVITIES	
Cash received	
Cash received on restructuring of administrative arrangements	123
Total cash received	<u>123</u>
Net cash from/(used by) financing activities	<u>123</u>
Cash from Official Public Account	
Appropriations	5,333
Total cash from Official Public Account	<u>5,333</u>
Cash to Official Public Account	
Appropriations	(23,389)
Total cash to Official Public Account	<u>(23,389)</u>
Cash and cash equivalents at the beginning of the reporting period	3
Effect of exchange rate movements on cash and cash equivalents at the beginning of the reporting period	-
Cash and cash equivalents at the end of the reporting period	<u>162</u>
	4.1A
This schedule should be read in conjunction with the accompanying notes.	

Overview

Objectives of the Entity

The Administrative Appeals Tribunal (AAT) is an Australian Government controlled entity. It is a not-for-profit entity. The objective and sole outcome of the AAT is to provide independent review on the merits of a wide range of administrative decisions made under Commonwealth laws so as to ensure in each case the correct or preferable decision is made. The financial statement reflects the result of this one outcome.

On 1 July 2015, the Migration Review Tribunal and Refugee Review Tribunal (MRT-RRT) and the Social Security Appeals Tribunal (SSAT) merged with the AAT pursuant to the *Tribunals Amalgamation Act 2015*. All assets, liabilities and commitments of the MRT-RRT and the SSAT were transferred to the AAT, except for \$8.9m in cash and receivable of the SSAT, which will be recognised on completion of the section 75 determination. The AAT continues to operate as a non-corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Refer to note 8.1 Restructuring for details of assets and liabilities transferred. Therefore, in preparing these financial statements, the AAT has reported the results of the assets and liabilities controlled and the income and expenses attributable to the outcome during the financial year. The comparative financial information has not been deemed useful to the users of the financial statements and accordingly has not been presented.

The continued existence of the AAT in its present form and with its present programmes is dependent on Government policy and on continuing funding by Parliament for the AAT's administration and programmes.

The AAT's activities contributing toward these outcomes are classified as either departmental or administered. Departmental activities involve the use of assets, liabilities, income and expenses controlled or incurred by the AAT in its own right. Administered activities involve the management or oversight by the AAT, on behalf of the Government, of items controlled or incurred by the Government.

The AAT's administered activities on behalf of the Government are generally limited to collection and refund of application fees as prescribed by the *Administrative Appeals Tribunal Act 1975*, the *Administrative Appeals Tribunal Regulation 2015*, the *Migration Act 1958* and the *Migration Regulations 1994*. Additional administered revenues may be remitted by the AAT to Government where there is no right for the AAT to retain the revenue as departmental revenue.

The Basis of Preparation

The financial statements are general purpose financial statements and are required by section 42 of the PGPA Act.

The financial statements have been prepared in accordance with:

- a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR) for reporting periods ending on or after 1 July 2015; and
- b) Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars, and have been rounded to the nearest \$'000 unless disclosure of the full amount is required.

Accounting Judgements and Estimates

Fair value of buildings, plant and equipment – Refer Note 3.2A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment and Intangibles.

Remaining useful lives of buildings, infrastructure, plant and equipment - Refer Note 3.2A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment and Intangibles.

Make good provision – Refer Note 3.4A: Other Provisions.

Impairment of trade receivables – Refer Note 4.1B: Trade and Other Receivables.

Employee entitlement provision – Refer Note 6.1A: Employee Provisions.

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

Notes to and forming part of the financial statements

New Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date as stated in the standard.

The following amending standards were issued prior to the signing of the statement by the Accountable Authority and Chief Financial Officer, were applicable to the current reporting period, and had a material effect on the AAT's financial statements:

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 2015-3 Amendments to Australian Accounting Standards arising from the Withdrawal of AASB 1031 Materiality	Completes the withdrawal of references to AASB 1031 in all Australian Accounting Standards and Interpretations, allowing that Standard to effectively be withdrawn.

When transitional provisions apply, all changes in accounting policy are made in accordance with their respective transitional provisions.

All other new amending standards that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect, and are not expected to have a future material effect, on the AAT's financial statements.

Future Australian Accounting Standard Requirements

The following new standards, revised standards, interpretations and amending standards were issued by the AASB prior to the signing of the statement by the Accountable Authority and Chief Financial Officer, which are expected to have a material impact on the AAT's financial statements for future reporting period(s):

Standard/ Interpretation	Application date for the AAT ¹	Nature of impending change/s in accounting policy and likely impact on initial application
AASB 15 Revenue from contracts with customers	1 July 2018	AASB 15 represents the replacement standard for AASB 118 'Revenue', AASB 111 'Construction Contracts' and Interpretation 12 'Service Concession Arrangements'. The core principle of the standard requires an entity to recognise revenue such that it depicts the transfer of promised goods or services to a customer in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The standard will require: - contracts (either written, verbal or implied) to be identified, together with the separate performance obligations within the contract; - determination of the transaction price, adjusted for the time value of money excluding credit risk; - allocation of the transaction price to the separate performance obligations on a basis of relative stand-alone selling price of each distinct good or service, or an estimation approach if no distinct observable prices exist; and - recognition of revenue when each performance obligation is satisfied.
AASB 9 Financial Instruments	1 July 2018	AASB 9 changes the accounting for impairment of financial assets, classification and measurement of all financial assets and liabilities, and hedge accounting. Impairment of financial assets - The new impairment model uses a forward looking (expected loss model) such that an entity is required to recognise expected credit losses rather than losses incurred. Classification and measurement - All financial assets are required to be measured at fair value unless they are intended to be held, and cash flows solely represent principal and interest. When financial assets are measured at fair value, changes in fair value are recognised through either profit or loss or other comprehensive income depending on the specific classification. Hedge accounting - The new standard simplifies the hedge accounting rules including the elimination of the 80%-12% quantitative threshold for qualifying for hedge accounting.

Notes to and forming part of the financial statements

Standard/ Interpretation	Application date for the AAT ¹	Nature of impending change/s in accounting policy and likely impact on initial application
AASB 16 Leases	1 July 2019	The revised standard replaces AASB 117 Leases and provides a single lessee accounting model, requiring lessee to recognise assets and liabilities for all leases unless the lease term is 12 months or less or the underlying asset has a low value. Lessors continue to classify leases as operating or finance, with AASB 16's approach to lessor accounting substantially unchanged from its predecessor, AASB 117.

1. The AAT's expected initial application date is when the accounting standard becomes operative at the beginning of the AAT's reporting period.

All other new standards, revised standards, interpretations and amending standards that were issued prior to the sign-off date and are applicable to future reporting period(s) are not expected to have a future material impact on the AAT's financial statements.

Taxation

The AAT is exempt from all forms of taxation except Fringe Benefits Tax and the Goods and Services Tax (GST).

Reporting of Administered activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes.

Except where otherwise stated, administered items are accounted for on the same basis and using the same policies as for departmental items, including the application of Australian Accounting Standards.

Events After the Reporting Period

Departmental

No subsequent events have been identified that have potential to significantly affect the ongoing structure or financial activities of the AAT.

Administered

No subsequent events have been identified that have potential to significantly affect the ongoing structure or financial activities of the AAT.

Financial Performance

This section analyses the financial performance of the AAT for period ended 30 June 2016.

1.1 Expenses

2016

\$'000

1.1A: Employee Benefits

Wages and salaries	72,136
Superannuation	
Defined contribution plans	5,703
Defined benefit plans	7,037
Leave and other entitlements	8,992
Separation and redundancies	448
Total employee benefits	94,316

Accounting Policy

Accounting policies for employee-related expenses are contained in Note 6.1 of the People and Relationships section.

1.1B: Suppliers**Goods and services supplied or rendered**

Consultants	694
Travel	704
IT services	3,393
Other	12,358
Total goods and services supplied or rendered	17,149

Goods supplied	668
Services rendered	16,481
Total goods and services supplied or rendered	17,149

Other suppliers

Operating lease rentals in connection with	
Minimum lease payments	14,638
Workers compensation expenses	373
Total other suppliers	15,011
Total suppliers	32,160

Leasing commitments

The AAT in its capacity as lessee holds commercial office accommodation leases in Canberra, Sydney, Melbourne, Brisbane, Adelaide and Perth where lease payments are subject to fixed or market review increases as listed in the lease agreements. An arrangement equivalent to commercial office accommodation leases is presently being negotiated in relation to Commonwealth-owned law courts accommodation in Hobart and no commitment is recognised at this time.

Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:

Within 1 year	12,304
Between 1 to 5 years	45,659
More than 5 years	44,343
Total operating lease commitments	102,306

Accounting Policy

Operating lease payments are expensed on a straight line basis which is representative of the pattern of benefits derived from the leased assets.

Notes to and forming part of the financial statements

1.2 Own-Source Revenue and Gains

2016
\$'000

Own-Source Revenue

1.2A: Sale of Goods and Rendering of Services

Rendering of services	743
Total sale of goods and rendering of services	743

Accounting Policy

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The stage of completion of contracts at the reporting date is determined by reference to services performed to date as a percentage of total services to be performed.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

1.2B: Other Revenue

2016
\$'000

Resources received free of charge	
Remuneration of auditors	102
Total other revenue	102

Accounting Policy

Resources Received Free of Charge

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature unless received from another Government entity as a consequence of a restructuring of administrative arrangements (refer to Note 8.1A).

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government entity as a consequence of a restructuring of administrative arrangements (refer to Note 8.1A).

Gains

1.2C: Other Gains

Resources received free of charge	1,097
Liabilities assumed by other departments	345
Total other gains	1,442

Accounting Policy

Sale of Assets

Gains from disposal of assets are recognised when control of the asset has passed to the buyer.

1.2D: Revenue from Government

Appropriations	
Departmental appropriations	123,529
Total revenue from Government	123,529

Accounting Policy

Revenue from Government

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the entity gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

Income and Expenses Administered on Behalf of Government

This section analyses the activities that the AAT does not control but administers on behalf of Government. Unless otherwise noted, the accounting policies adopted are consistent with those applied for departmental reporting.

2.1 Administered - Expenses

	2016
	\$'000

2.1A: Other Expenses

Refund of application fees	5,256
Bad debts expense	2,307
Total other expenses	7,563

2.2 Administered - Income

	2016
	\$'000

Revenue

2.2A: Other Revenue

Application fees	26,633
Total other revenue	26,633

Accounting Policy

Application Fees

Revenue is generated from fees charged for applications when lodged and applications once the decision has been made (post-decision fee). Administered fee revenue is recognised when invoiced or received.

Financial Position

This section analyses the AAT's assets used to conduct its operations and the operating liabilities incurred as a result.

Employee-related information is disclosed in the People and Relationships section.

3.1 Financial Assets

2016

\$'000

3.1A: Cash and Cash Equivalents

Cash on hand or on deposit

489

Total cash and cash equivalents**489**

Accounting Policy

Cash is recognised at its nominal amount. Cash and cash equivalents includes:

- a) cash on hand;
- b) demand deposits in bank accounts with an original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value; and
- c) cash in special accounts.

3.1B: Trade and Other Receivables

Goods and services receivables

Goods and services

1,277

Total goods and services receivables**1,277****Appropriations receivables**

Appropriation receivable

61,956

Total appropriations receivables**61,956****Other receivables**

Statutory receivables

282

Total other receivables**282****Total trade and other receivables (gross)****63,515****Total trade and other receivables (net)****63,515****Trade and other receivables (net) expected to be recovered**

No more than 12 months

63,515

More than 12 months

-

Total trade and other receivables (net)**63,515****Trade and other receivables (gross) aged as follows**

Not overdue

63,469

Overdue by

0 to 30 days

5

31 to 60 days

8

61 to 90 days

33

More than 90 days

-

Total trade and other receivables (net)**63,515**

Credit terms for goods and services were within 30 days.

Accounting Policy

Loans and Receivables

Trade receivables, loans and other receivables that have fixed or determinable payments and that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment.

Notes to and forming part of the financial statements

3.2 Non-Financial Assets

3.2A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment and Intangibles

Reconciliation of the opening and closing balances of property, plant and equipment for 2016

	Leasehold improvements \$'000	Plant and equipment \$'000	Computer Software \$'000	Total \$'000
As at 1 July 2015				
Gross book value	2,497	1,294	1,039	4,830
Accumulated depreciation, amortisation and impairment	-	-	(1,012)	(1,012)
Total as at 1 July 2015	2,497	1,294	27	3,818
Additions				
Purchase	24,322	1,338	1,584	27,244
Acquisition of entities or operations (including restructuring)	8,590	1,679	4,869	15,138
Revaluations and impairments recognised in other comprehensive income	1,258	(205)	-	1,053
Depreciation and amortisation	(3,374)	(1,518)	(2,512)	(7,404)
Disposals	-	(15)	-	(15)
Total as at 30 June 2016	33,293	2,573	3,968	39,834
Total as at 30 June 2016 represented by				
Gross book value	33,293	2,573	7,492	43,358
Accumulated depreciation, amortisation and impairment	-	-	(3,524)	(3,524)
Total as at 30 June 2016	33,293	2,573	3,968	39,834

Revaluations of non-financial assets

On 30 June 2016, an independent valuer conducted the revaluations. Refer to Note 7.4.

Contractual commitments for the acquisition of property, plant, equipment and intangible assets

As at the reporting date, the AAT did not enter into significant contractual commitments for the acquisition of property, plant, equipment and intangible assets.

Notes to and forming part of the financial statements

Accounting Policy

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the statement of financial position, except for purchases costing less than \$2,000 which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to 'make good' provisions taken up by the entity where there exists an obligation to restore the property to its original condition. These costs are included in the value of the entity's leasehold improvements with a corresponding provision for the 'make good' recognised.

Revaluations

Following initial recognition at cost, property, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets did not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depend upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reversed a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment and leasehold assets are written-off to their estimated residual values over their estimated useful lives to the entity using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

2016

Leasehold improvements	Lesser of estimated useful life and lease term
Plant and	3-20 years

Impairment

All assets were assessed for impairment at 30 June 2016. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Intangibles

The AAT's intangibles comprise internally developed and purchased software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the entity's software are 3 to 5 years.

All software assets were assessed for indications of impairment as at 30 June 2016.

Accounting Judgements and Estimates

In the process of applying the accounting policies listed in this note, the AAT has made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

- the fair value of property, plant and equipment has been taken to be the fair value of similar assets as determined by an independent valuer.

Notes to and forming part of the financial statements

3.2 Non-Financial Assets continued		2016
		\$'000
3.2B: Other Non-Financial Assets		
Prepayments		545
Total other non-financial assets		545
Other non-financial assets expected to be recovered		
No more than 12 months		545
More than 12 months		-
Total other non-financial assets		545

No indicators of impairment were found for other non-financial assets.

3.3 Payables		2016
		\$'000
3.3A: Suppliers		
Trade creditors and accruals		1,899
Total suppliers		1,899
Suppliers expected to be settled		
No more than 12 months		1,899
More than 12 months		-
Total suppliers		1,899

Settlement was usually made within 30 days.

3.3B: Other Payables		
Salaries and wages		523
Lease incentive		24,466
Total other payables		24,989
Other payables to be settled		
No more than 12 months		1,947
More than 12 months		23,042
Total other payables		24,989

Accounting Judgements and Estimates

The AAT received incentives in the form of rent free periods and contributions on entering operating leases. Lease incentives are amortised on a straight line basis which is representative of the pattern of benefits derived from the incentives.

3.4 Other Provisions		2016
		\$'000
		Provision for restoration
		\$'000
As at 1 July 2015		230
Additional provisions made		469
Balance transferred due to amalgamation		1,843
Amounts used		(246)
Amounts reversed		(85)
Unwinding of discount or change in discount rate		119
Total as at 30 June 2016		2,330
Other provisions expected to be settled		
No more than 12 months		1,121
More than 12 months		1,209
Total other provisions		2,330

Accounting Judgements and Estimates

The AAT currently has seven agreements for the leasing of premises which have provisions requiring the AAT to restore the premises to their original condition at the conclusion of the leases. The AAT has made a provision to reflect the present value of the anticipated future costs. The calculation of this provision requires assumptions in determining the costs required to restore the premises to their original condition, which, because of the long-term nature of the liability, is the most significant uncertainty. This uncertainty may result in future actual expenditure differing from amounts currently provided. The provision recognised is reviewed annually and updated based on the facts and circumstances available at the time.

Assets and Liabilities Administered on Behalf of Government

This section analyses assets used to conduct operations and the operating liabilities incurred which as a result the AAT does not control but administers on behalf of Government. Unless otherwise noted, the accounting policies adopted are consistent with those applied for departmental reporting.

4.1 Administered - Financial Assets

	2016
	\$'000
4.1A: Cash and Cash Equivalents	
Cash on hand or on deposit	162
Total cash and cash equivalents	<u>162</u>
4.1B: Trade and Other Receivables	
Other receivables	
Fees	10,650
Total other receivables	<u>10,650</u>
Total trade and other receivables (gross)	<u>10,650</u>
Less impairment allowance	<u>(7,849)</u>
Total trade and other receivables (net)	<u>2,801</u>
Trade and other receivables (net) expected to be recovered	
No more than 12 months	2,801
More than 12 months	-
Total trade and other receivables (net)	<u>2,801</u>
Trade and other receivables (gross) aged as follows	
Not overdue	645
Overdue by	
0 to 30 days	396
31 to 60 days	214
61 to 90 days	396
More than 90 days	8,999
Total trade and other receivables (net)	<u>10,650</u>
Impairment allowance aged as follows	
Not overdue	345
Overdue by	
0 to 30 days	297
31 to 60 days	160
61 to 90 days	297
More than 90 days	6,750
Total impairment allowance	<u>7,849</u>

Credit terms for goods and services were within 30 days.

Notes to and forming part of the financial statements

Reconciliation of the Impairment Allowance	
Movements in relation to 2016	
	Other receivables \$'000
As at 1 July 2015	-
Balance transferred due to amalgamation	8,486
Amounts written off	-
Amounts recovered and reversed	-
Increase/(Decrease) recognised in net cost of services	(637)
Total as at 30 June 2016	7,849

Accounting Policy

Loans and Receivables

Where loans and receivables are not subject to concessional treatment, they are carried at amortised cost using the effective interest method. Gains and losses due to impairment, derecognition and amortisation are recognised through profit or loss.

Accounting Judgements and Estimates

Collectability of debt is reviewed at the end of the reporting period. Impairment allowances are made when the collectability of the debt is judged to be less, rather than more, likely.

Notes to and forming part of the financial statements

4.2 Administered - Payables	
	2016
	\$'000
4.2A: Suppliers	
Trade creditors and accruals	437
Total suppliers	437
Suppliers expected to be settled	
No more than 12 months	437
More than 12 months	-
Total suppliers	437
Settlement was usually made within 30 days.	

Notes to and forming part of the financial statements

Funding

This section identifies the AAT's funding structure.

5.1 Appropriations

5.1A: Annual Appropriations (Recoverable GST exclusive)

Annual Appropriations for 2016

	Appropriation Act		PGPA Act			Appropriation applied in 2016 (current and prior years) \$'000	Variance ¹ \$'000
	Annual Appropriation \$'000	Advance to the Finance Minister \$'000	Section 74 Receipts \$'000	Section 75 Transfers \$'000	Total appropriation \$'000		
Departmental							
Ordinary annual services	136,929	-	19,681	44,284	200,894	150,579	50,315
Capital Budget ²	4,633	-	-	-	4,633	5,603	(970)
Other services	-	-	-	-	-	-	-
Equity Injections	-	-	-	-	-	-	-
Loans	-	-	-	-	-	-	-
Total departmental	141,562	-	19,681	44,284	205,527	156,182	49,345
Administered							
Ordinary annual services	-	-	-	-	-	-	-
Capital Budget	-	-	-	-	-	-	-
Administered items	-	-	-	-	-	-	-
Payments to corporate Commonwealth entities	-	-	-	-	-	-	-
Other services	-	-	-	-	-	-	-
States, ACT, NT and Local government	-	-	-	-	-	-	-
New administered outcomes	-	-	-	-	-	-	-
Administered assets and liabilities	-	-	-	-	-	-	-
Payments to corporate Commonwealth entities	-	-	-	-	-	-	-
Total administered	-	-	-	-	-	-	-

1. Variance is substantially attributable to cash under spend during the year and the timing of payments.

2. Departmental Capital Budgets are appropriated through Appropriation Acts (No.1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

Notes to and forming part of the financial statements

5.1B: Unspent Annual Appropriations (Recoverable GST exclusive)

	2016 \$'000
Departmental	
Appropriation Act (No. 1) 2014-15	-
Appropriation Act (No. 3) 2014-15	23,614
Appropriation Act (No. 1) 2015-16	33,005
Appropriation Act (No. 3) 2015-16	9,706
Total departmental	66,325

5.1C: Special Appropriations (Recoverable GST exclusive)

	Appropriation applied 2016 \$'000
Authority	
Public Governance, Performance and Accountability Act 2013 s.77(e), Administered	5,333
Total special appropriations applied	5,333

Notes to and forming part of the financial statements

5.2 Net Cash Appropriation Arrangements

	2016
	\$'000
Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations	8,457
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	<u>(7,404)</u>
Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	<u>1,053</u>

Notes to and forming part of the financial statements

5.3 Cash Flow Reconciliation

5.3A: Cash Flow Reconciliation

	2016
	\$'000
Reconciliation of cash and cash equivalents as per statement of financial position and cash flow statement	
Cash and cash equivalents as per	
Cash Flow Statement	489
Statement of Financial Position	489
Discrepancy	<u>-</u>
Reconciliation of net cost of services to net cash from/(used by) operating activities	
Net cost of services	(131,608)
Revenue from Government	123,529
Adjustments for non-cash items	
Depreciation/amortisation	7,404
Loss on disposal of assets	15
Movement in assets and liabilities	
Assets	
(Increase)/Decrease in net receivables	7,050
(Increase)/Decrease in prepayments	(142)
Liabilities	
Increase/(Decrease) in employee provisions	1,204
Increase/(Decrease) in suppliers payables	356
Increase/(Decrease) in other payables	14,251
Increase/(Decrease) in other provisions	257
Net cash from/(used by) operating activities	<u><u>22,316</u></u>

Notes to and forming part of the financial statements

5.3B: Administered - Cash Flow Reconciliation		2016
		\$'000
Reconciliation of cash and cash equivalents as per statement of financial position and cash flow statement		
Cash and cash equivalents as per		
Administered Cash Flow Statement		162
Administered Schedule of Assets and Liabilities		162
Discrepancy		<u>-</u>
Reconciliation of net cost of services to net cash from/(used by) operating activities		
Net contribution by services		19,070
Adjustments for non-cash items		
Net write down of non-financial assets		2,307
Movement in assets and liabilities		
Assets		
(Increase)/Decrease in net receivables		(3,199)
Liabilities		
Increase/(Decrease) in other payables		(86)
Net cash from operating activities		<u>18,092</u>

People and Relationships

This section describes a range of employment and post-employment benefits provided to AAT's people and its relationships with other key people.

6.1 Employee Provisions

	2016
	\$'000
6.1A: Employee Provisions	
Leave	20,189
Total employee provisions	20,189
Employee provisions expected to be settled	
No more than 12 months	11,507
More than 12 months	8,682
Total employee provisions	20,189

Accounting policy

Liabilities for 'short-term' employee benefits and termination benefits expected within 12 months of the end of reporting period are measured at their nominal amounts.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of the entity is estimated to be less than the annual leave entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave is recognised and measured using the short-hand method included in the FRR at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2016. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

Most members and staff of the AAT are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), or the PSS accumulation plan (PSSap), or other superannuation funds held outside the Australian Government.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

The AAT makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The AAT accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions.

Accounting Judgements and Estimates

The employee benefits provisions have been estimated in accordance with AASB 119 Employee Benefits and reflect the expected value of those benefits.

Notes to and forming part of the financial statements

6.2 Senior Management Personnel Remuneration

	2016
	\$'000
Short-term employee benefits	
Salary	1,356
Total short-term employee benefits	<u>1,356</u>
Post-employment benefits	
Superannuation	211
Total post-employment benefits	<u>211</u>
Other long-term employee benefits	
Annual leave	112
Long-service leave	36
Total other long-term employee benefits	<u>148</u>
Termination benefits	
Voluntary redundancy payments	90
Total termination benefits	<u>90</u>
Total senior executive remuneration expenses	<u>1,805</u>

The total number of senior management personnel that are included in the above table are eight.

Notes to and forming part of the financial statements

Managing Uncertainties

This section analyses how the AAT manages financial risks within its operating environment.

7.1 Contingent Assets and Liabilities

Quantifiable Contingencies

There are no quantifiable contingent liabilities or assets at 30 June 2016.

Unquantifiable Contingencies

There are no unquantifiable or remote contingencies at 30 June 2016.

7.1B: Administered - Contingent Assets and Liabilities

Quantifiable Administered Contingencies

There are no quantifiable contingent liabilities or assets at 30 June 2016.

Unquantifiable Administered Contingencies

There are no unquantifiable or remote contingencies at 30 June 2016.

Notes to and forming part of the financial statements

7.2 Financial Instruments

	2016
	<u>\$'000</u>
7.2A: Categories of Financial Instruments	
Financial Assets	
Cash and cash equivalents	489
Loans and receivables	
Goods and services receivables	1,277
Total financial assets	<u>1,766</u>
Financial Liabilities	
Financial liabilities measured at amortised cost	
Trade creditors and accruals	1,899
Total financial liabilities measured at amortised cost	<u>1,899</u>
Total financial liabilities	<u>1,899</u>

7.2B: Net gains or losses on financial assets

The AAT has no gains or losses in relation to financial assets for year ending 30 June 2016.

7.2C: Net gains or losses on financial liabilities

The AAT has no gains or losses in relation to financial liabilities for year ending 30 June 2016.

Notes to and forming part of the financial statements

Accounting Policy

Financial assets

The AAT classifies its financial assets in the following category:

- a) loans and receivables.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon trade date.

Loans and Receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

Effective Interest Method

Income is recognised on an effective interest rate basis except for financial assets that are recognised at fair value through profit or loss.

Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period.

Financial assets held at amortised cost - if there is objective evidence that an impairment loss has been incurred for loans and receivables, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

Financial assets held at cost - if there is objective evidence that an impairment loss has been incurred, the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Financial Liabilities at Fair Value Through Profit or Loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other Financial Liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective interest basis.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

Notes to and forming part of the financial statements:

7.2D: Credit Risk

The AAT is exposed to minimal credit risk as loans and receivables are cash and trade receivables. The maximum exposure to credit risk is the risk that arises from potential default of a debtor. This amount is equal to the total amount of trade receivables \$1,277,350. The AAT has assessed the risk of the default on payment and has allocated nil in 2016 to an impairment allowance account.

The AAT manages its credit risk by limiting the extension of credit to customers; acting promptly to recover past due amounts and withholding credit from defaulting customers until accounts are returned to normal terms. In addition, the AAT has policies and procedures that guide employees' debt recovery activities including the use of debt collection agents if required.

The AAT has no significant exposures to any concentrations of credit risk with particular customers and does therefore not require collateral to mitigate against credit risks.

In relation to the AAT's gross credit risk and the financial effect in respect of the amount that best represents the maximum exposure to credit risk the following collateral is held:

Credit quality of financial assets not past due or individually determined as impaired

	Not past due nor impaired	Past due or impaired
	2016	2016
	\$'000	\$'000
Cash and cash equivalents	489	-
Receivables for goods and services	1,231	46
Total	1,720	46

Ageing of financial assets that were past due but not impaired in 2016

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Receivables for goods and services	5	8	33	-	46
Total	5	8	33	-	46

Notes to and forming part of the financial statements

7.2 Financial Instruments

Z.2E: Liquidity Risk

Liquidity risk is the risk that the AAT will not be able to meet its obligations as they fall due.

The AAT is appropriately funded from the Australian Government and manages its budgeted funds to ensure it is able to meet payments as they fall due. Policies are in place to ensure timely payments are made when due and there have been no past experience of default.

Maturities for non-derivative financial liabilities in 2016

	On demand \$'000	Within 1 year \$'000	Between 1 to 2 years \$'000	Between 2 to 5 years \$'000	More than 5 years \$'000	Total \$'000
Trade creditors	-	1,899	-	-	-	1,899
Total	-	1,899	-	-	-	1,899

Z.2F: Market Risk

The AAT held basic financial instruments that did not expose it to certain market risks, such as 'Currency risk', 'Interest rate risk' or 'Other price risk'.

Notes to and forming part of the financial statements

7.3 Administered - Financial Instruments		2016
		\$'000
Z.3A: Categories of Financial Instruments		
Financial Assets		
Cash on hand or on deposit		162
Loans and receivables		
Goods and services receivable		2,801
Z.3B: Credit Risk		
<p>The maximum exposure to credit risk is the risk that arises from potential default of post-decision application fees by an RRT applicant. This amount is equal to the total amount of trade receivables \$10,650,133. The AAT has a Memorandum of Understanding with the Department of Immigration and Border Protection to invoice and manage the recovery of these debts. The Department assesses the risk of default on payment and recommends provision and write off to the AAT. The AAT has allocated \$7,849,178 in 2016 to an impairment allowance account</p> <p>The Department as the agent for the AAT manages the credit risk by acting promptly to recover past due amounts and negotiating payment plans with debtors. The AAT has no significant exposures to any concentrations of credit risk with particular applicants and seeking collateral to mitigate against possible credit risks is not applicable.</p>		
Credit quality of financial assets not past due or individually determined as impaired		
	Not past due nor impaired	Past due or impaired
	2016	2016
	\$'000	\$'000
Cash on hand or on deposit	162	-
Total	162	-

Notes to and forming part of the financial statements

7.3C: Liquidity Risk

The AAT's financial liabilities were trade creditors-refunds. The exposure to liquidity risk was based on the notion that the AAT would encounter difficulty in meeting its obligations associated with financial liabilities. This was highly unlikely as the AAT was appropriated funding from the Australian Government and the AAT managed its budgeted funds to ensure it had adequate funds to meet payments as they fell due. In addition, the AAT had policies in place to ensure timely payments were made when due and had no past experience of default.

Maturities for non-derivative financial liabilities in 2016

	On demand \$'000	Within 1 year \$'000	Between 1 to 2 years \$'000	Between 2 to 5 years \$'000	More than 5 years \$'000	Total \$'000
Creditors - refunds	-	437	-	-	-	437
Total	-	437	-	-	-	437

7.3D: Market Risk

The AAT held basic financial instruments that did not expose it to certain market risks, such as 'Currency risk', 'Interest rate risk' or 'Other price risk'.

Notes to and forming part of the financial statements

7.4 Fair Value Measurement

The following tables provide an analysis of assets and liabilities that are measured at fair value. The remaining assets and liabilities disclosed in the statement of financial position do not apply the fair value hierarchy.

The different levels of the fair value hierarchy are defined below.

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Unobservable inputs for the asset or liability.

Accounting Policy

All revaluations are in accordance with the revaluation policy stated in Note 3.2. On 30 June 2016 an independent valuer, Australian Valuation Solution (AVS) conducted the revaluations.

7.4A: Fair Value Measurement

	Fair value measurements at the end of the reporting period 2016 \$'000	Category (Level 1, 2 or 3) Valuation Technique(s) ²	Inputs used
Non-financial assets¹			
Leasehold improvements	33,293	Level 3	Cost Approach Replacement Cost New (price per square metre)
Plant and Equipment - Other	2,128	Level 2	Adjusted market transactions Consumed economic benefit/Obsolescence of asset
Plant and Equipment - Library Collection	300	Level 3	Market Approach Adjusted market transactions
Plant and Equipment - Computer Equipment	146	Level 3	Market Approach Replacement Cost New Consumed economic benefit/Obsolescence of asset

1. Non-financial assets (NFAs) are valued at highest and best use.

2. All revaluations were conducted in accordance with the revaluation policy by AVS. In accordance with AASB 13, AVS followed two approaches in determining the fair values of the assets: Market approach and Depreciated Replacement Cost approach. The selection of the most appropriate technique to measure fair value is dependent on the nature of the asset being measured and the exit market within which the asset would transact. No individual assets were measured using multiple valuation techniques.

Market approach - This approach provides an indication of value by comparing the subject asset with similar assets for which price information is available. Market evidence has primarily been sourced from national physical and online auction markets and dealer enquiries. These inputs to the fair value measurements are considered level 2 (apart from the library collection, which is level 3) in the fair value hierarchy as they have been observed from the market and AVS has been required to utilise minimal professional judgement to adjustments for differences in asset characteristics.

Cost approach - The cost approach reflects the amount that would be required to replace the service capacity of an asset at the reporting date. Current replacement costs have been developed from recently analysed fit-out projects undertaken by the entity, other government agencies and building cost publications such as Rawlinsons and Cordells. Consideration has been given to an assets location, size, layout, fit-out density, function, quality and the conditions of relevant construction markets.

Notes to and forming part of the financial statements

7.4B: Reconciliation for Recurring Level 3 Fair Value Measurements

	Non-financial assets
	Property, plant and equipment
	2016
	\$'000
As at 1 July	883
Total gains/(losses) recognised in net cost of services ¹	(1,518)
Total gains/(losses) recognised in other comprehensive income ²	(205)
Transfer due to amalgamation	1,286
Purchases	-
Transfers out of Level 3	-
Total as at 30 June	446
Changes in unrealised gains/(losses) recognised in net cost of services for assets held at the end of the reporting period	-

1. These gains/(losses) are presented in the Statement of Comprehensive Income under *Depreciation and amortisation*.

2. These gains/(losses) are presented in the Statement of Comprehensive Income under *asset revaluation surplus*.

Other Information

This section outlines the restructuring and details of asset and liabilities transferred to the AAT at amalgamation.

8.1 Restructuring

8.1A: Restructuring

	Migration Review Tribunal and Refugee Review Tribunal (MRT-RRT) ¹	Social Security Appeals Tribunal (SSAT) ¹	Total
	\$'000	\$'000	\$'000
FUNCTIONS ASSUMED³			
Assets recognised			
Cash and cash equivalents	12	208	220
Trade and other receivables	53,564	8,770	62,334
Leasehold improvements	4,815	3,775	8,590
Plant and equipment	1,150	529	1,679
Intangibles	2,913	1,957	4,870
Other non financial assets	62	165	227
Total assets recognised	62,516	15,404	77,920
Liabilities recognised			
Suppliers	244	460	704
Other payables	5,757	3,172	8,929
Employee provisions	9,127	4,196	13,323
Other provisions	671	1,171	1,842
Total liabilities recognised	15,799	8,999	24,798
Net assets/(liabilities) recognised²	46,717	6,405	53,122
Income assumed			
Recognised by the receiving entity	-	-	-
Recognised by the losing entity	-	-	-
Total income assumed	-	-	-
Expenses assumed			
Recognised by the receiving entity	-	-	-
Recognised by the losing entity	-	-	-
Total expenses assumed	-	-	-

1. On 1 July 2015, the MRT-RRT and SSAT were merged with the AAT pursuant to the *Tribunals Amalgamation Act 2015*. All assets, liabilities and commitments of the MRT-RRT and SSAT were transferred to the Administrative Appeals Tribunal, except for \$8.9m in cash and receivable of the SSAT, which will be recognised on completion of the section 75 determination. The amalgamated AAT continues to operate as a non-corporate entity under the PGPA Act from 1 July 2015.

2. The net assets/(liabilities) from all entities were \$53.1m, including \$8.9m in cash and receivable of the SSAT, which has not been recognised as contributed equity, pending the completion of a section 75 determination.

3. In respect of functions assumed, the net book values of assets and liabilities were transferred to the AAT for no consideration.

Notes to and forming part of the financial statements

8.1B: Administered - Restructuring

	Migration Review Tribunal and Refugee Review Tribunal (MRT-RRT) ¹	Social Security Appeals Tribunal (SSAT) ¹	Total
	\$'000	\$'000	\$'000
FUNCTIONS ASSUMED³			
Assets recognised			
Cash and cash equivalents	123	-	123
Trade and other receivables	1,910	-	1,910
Total assets recognised	2,033	-	2,033
Liabilities recognised			
Suppliers	524	-	524
Total liabilities recognised	524	-	524
Net assets/(liabilities) recognised²	1,509	-	1,509
Income assumed			
Recognised by the receiving entity	-	-	-
Recognised by the losing entity	-	-	-
Total income assumed	-	-	-
Expenses assumed			
Recognised by the receiving entity	-	-	-
Recognised by the losing entity	-	-	-
Total expenses assumed	-	-	-

1. On 1 July 2015, the MRT-RRT and SSAT were merged with the AAT pursuant to the *Tribunals Amalgamation Act 2015*. All assets, liabilities and commitments of the MRT-RRT and SSAT were transferred to the Administrative Appeals Tribunal. The amalgamated AAT continues to operate as a non-corporate entity under the PGPA Act from 1 July 2015.

2. The net assets/(liabilities) assumed from MRT-RRT were \$1.5m and SSAT did not have an administered function.

3. In respect of functions assumed, the net book values of assets and liabilities were transferred to the AAT for no consideration.

Notes to and forming part of the financial statements

8.2 Reporting of Outcomes

The AAT has only one outcome which is described in the Overview note and all resources are used to deliver that outcome.

Outcome 1

	2016
	\$'000
Expenses	(133,895)
Total expenses	(133,895)
Own-source income	2,287
Total own-source income	2,287
Expenses	(7,563)
Total expenses	(7,563)
Income	26,633
Total income	26,633
Net cost/(contribution) of outcome delivery	(112,538)
Assets	104,383
Total assets	104,383
Liabilities	(49,407)
Total liabilities	(49,407)
Assets	2,963
Total assets	2,963
Liabilities	(437)
Total liabilities	(437)

APPENDIXES

Appendix 1: Members of the AAT

This appendix contains:

- a list of the AAT's members at 30 June 2016
- a table showing the number of Senior Members and Members assigned to each of the AAT's divisions at 30 June 2016
- lists of the members who were appointed and reappointed in 2015–16 and members whose term of appointment ended during the reporting year, and
- profiles of the President, the Division Heads and the Deputy Division Heads.

Members at 30 June 2016

Table A1.1 sets out a list of the AAT's members at 30 June 2016. It is ordered by membership category, full-time/part-time status and then alphabetically. For members who have been reappointed to the AAT, the first appointment date is the date from which there have been continuous appointments to the AAT. For members of the former MRT, RRT or SSAT who became members of the AAT on 1 July 2015, the first appointment date is listed as 1 July 2015.

The President and Deputy Presidents can exercise the powers of the Tribunal in any of the AAT's divisions. Senior Members and Members may exercise the powers of the Tribunal only in the divisions to which they have been assigned. The divisions to which Senior Members and Members were assigned as at 30 June 2016 are indicated in the table as follows:

G	General Division
F	Freedom of Information Division
M	Migration and Refugee Division
N	National Disability Insurance Scheme Division
Sec	Security Division
So	Social Services and Child Support Division
T	Taxation and Commercial Division
V	Veterans' Appeals Division

Table A1.1 Members of the AAT, 30 June 2016

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
President				
The Honourable Justice Duncan Kerr <i>Chev LH</i>	16/05/2012	15/05/2017	Hobart	
Deputy Presidents				
Judges of the Federal Court of Australia				
The Honourable Justice Michael Barker	24/11/2010	9/05/2020	Perth	
The Honourable Justice Berna Collier	12/11/2015	11/11/2020	Brisbane	
The Honourable Justice Jennifer Davies	12/11/2015	11/11/2020	Melbourne	
The Honourable Justice Andrew Greenwood	23/11/2005	23/11/2020	Brisbane	
The Honourable Justice Jayne Jagot	24/11/2010	23/11/2020	Sydney	

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
The Honourable Justice Susan Kenny	24/11/2010	23/11/2020	Melbourne	
The Honourable Justice John Logan RFD	24/11/2010	23/11/2020	Brisbane	
The Honourable Justice John Middleton	24/11/2010	23/11/2020	Melbourne	
The Honourable Justice Tony Pagone	29/05/2015	28/05/2020	Melbourne	
The Honourable Justice Nye Perram	16/05/2013	15/05/2018	Sydney	
The Honourable Justice Alan Robertson	12/11/2015	9/05/2020	Sydney	
The Honourable Justice Antony Siopis	23/11/2005	7/07/2018	Perth	
The Honourable Justice Richard White	29/05/2015	28/05/2020	Adelaide	
Judges of the Family Court of Australia				
The Honourable Justice Robert Benjamin	23/11/2005	23/11/2020	Hobart	
The Honourable Justice Victoria Bennett	23/11/2005	28/05/2020	Melbourne	
The Honourable Justice David Berman	29/05/2015	28/05/2020	Adelaide	
The Honourable Justice Christine Dawe	23/11/2005	15/07/2018	Adelaide	
The Honourable Justice Colin Forrest	29/05/2015	28/05/2020	Brisbane	
The Honourable Justice Janine Stevenson	29/05/2015	28/05/2020	Sydney	
Non-judicial Deputy Presidents – Full-time				
Ms Katherine Bean	7/12/2009	31/05/2018	Adelaide	
Mr James Constance	9/12/2010	8/12/2022	Sydney	
Miss Stephanie Forgie	8/09/1988	3/11/2021	Melbourne	
Mr Gary Humphries	1/01/2015	31/12/2019	Canberra	
Dr Christopher Kendall	30/06/2015	29/06/2020	Perth	
Mr Bernard McCabe	1/12/2001	24/03/2019	Brisbane	
Dr Peter McDermott RFD	1/12/2015	30/11/2022	Brisbane	
Ms Jan Redfern PSM	21/03/2016	20/03/2023	Sydney	
Mr Jim Walsh	25/03/2016	24/03/2019	Brisbane	
Non-judicial Deputy Presidents – Part-time				
Ms Fiona Alpins	5/04/2012	4/04/2017	Melbourne	
The Honourable Dennis Cowdroy OAM	1/03/2016	28/02/2021	Sydney	
Professor Robert Deutsch	5/04/2012	4/04/2017	Sydney	
Mr Stephen Frost	5/04/2012	4/04/2017	Sydney	

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Major General Gregory Melick AO RFD SC	5/09/2014	4/09/2019	Hobart	
Mr Ian Molloy	11/04/2013	10/04/2018	Brisbane	
Senior Members				
Senior Members – Full-time				
Mr John Billings	1/07/2015	30/06/2019	Melbourne	M
Ms Suellen Bullock	1/07/2015	30/06/2017	Sydney	G So
Mr John Cipolla	1/07/2015	30/06/2021	Sydney	M
Dr Damien Cremean	1/06/2015	31/05/2020	Melbourne	G Sec V
Dr Denis Dragovic	30/05/2016	29/05/2023	Melbourne	M
Mr Egon Fice	1/06/2015	31/05/2018	Melbourne	G F Sec T V
Mr George Haddad	1/07/2015	30/06/2017	Melbourne	M
Mr Bruce Harvey	1/07/2015	24/07/2018	Adelaide	So
Ms Miriam Holmes	1/07/2015	30/06/2017	Melbourne	G M
Ms Josephine Kelly	1/07/2015	11/11/2020	Sydney	G M Sec T V
Ms Louise Nicholls	1/07/2015	30/06/2017	Sydney	M
Dr Irene O'Connell	1/07/2015	25/02/2021	Sydney	M
Ms Adria Poljak	30/05/2016	29/05/2019	Sydney	G M
Dr James Popple	1/01/2015	31/12/2017	Canberra	G F Sec T V
Ms Kira Raif	1/07/2015	30/06/2021	Sydney	M
Ms Sue Raymond	1/07/2015	30/06/2017	Adelaide	G M
Mr Shahyar Roushan	1/07/2015	30/06/2019	Sydney	M
Mr Giles Short	1/07/2015	30/06/2017	Sydney	M
Mr Donald Smyth	1/07/2015	30/06/2016	Brisbane	M
Mr Theo Tavoularis	13/06/2016	12/06/2021	Brisbane	G F T
Ms Jill Toohey	5/09/2014	4/09/2017	Sydney	G F N Sec T V
Ms Irene Tsiakas	1/07/2015	10/07/2018	Melbourne	G So
Ms Chelsea Walsh	1/06/10	5/05/2019	Perth	G F Sec T V
Ms Antoinette Younes	1/07/2015	30/06/2017	Sydney	M

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Senior Members – Part-time				
Mr Peter Britten-Jones	25/03/2016	24/03/2021	Adelaide	G F
Mr Anthony Cotter	5/09/2014	4/09/2019	Brisbane	G T V
Ms Ann Cunningham	1/12/2012	30/11/2017	Hobart	G F N Sec T V
Mr Donald Davies	1/03/2016	28/02/2021	Brisbane	G M V
Mr Rodney Dunne	1/06/2015	31/05/2018	Adelaide	G F Sec T V
Ms April Freeman	30/05/2016	29/05/2023	Brisbane	So
Ms Naida Isenberg	1/12/2012	30/11/2017	Sydney	G F M Sec V
Ms Gina Lazanas	5/04/2012	4/04/2017	Sydney	G F T V
Dr Nicholas Manetta	5/08/2013	4/08/2018	Adelaide	G F T V
Professor Michael McGrowdie	30/05/2016	21/05/2019	Sydney	G F V
Dr Teresa Nicoletti	1/12/2012	30/11/2017	Sydney	G
Mr Peter Nolan	30/05/2016	29/05/2021	Brisbane	G F
Mr Francis O'Loughlin	17/01/2015	16/01/2017	Melbourne	G F T V
Mr John Sosso	30/05/2016	29/05/2023	Brisbane	G F V
Mr William Stefaniak	25/03/2016	24/03/2021	Sydney	G F
Mr Peter Taylor SC	1/12/2012	30/11/2017	Sydney	G F T V
Members				
Members – Full-time				
Ms Glynis Bartley	1/07/2015	30/06/2017	Sydney	M
Ms Diana Benk	1/07/2015	31/12/2017	Sydney	So
Ms Moira Brophy	13/06/2016	12/06/2019	Sydney	M So V
Mr Clyde Campbell	30/05/2016	29/05/2023	Brisbane	M
Mr Tony Caravella	1/07/2015	30/06/2017	Perth	M
Ms Suzanne Carlton	1/07/2015	30/06/2017	Adelaide	M
Mr Christian Carney	1/07/2015	30/06/2017	Sydney	M
Mr Kent Chapman	4/04/2016	3/04/2021	Sydney	So
Ms Ruth Cheetham	1/07/2015	30/06/2016	Sydney	M
Ms Helena Claringbold	1/07/2015	30/06/2017	Sydney	M

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Ms Denise Connolly	1/07/2015	29/06/2020	Sydney	M
Mr Michael Cooke	1/07/2015	29/06/2020	Sydney	M
Ms Mary-Ann Cooper	1/07/2015	30/06/2017	Melbourne	M
Mr David Corrigan	1/07/2015	30/06/2017	Melbourne	M
Ms Angela Cranston	30/05/2016	21/04/2021	Sydney	M
Mr Glen Cranwell	1/07/2015	30/06/2017	Brisbane	M So
Mr Brendan Darcy	1/07/2015	29/06/2020	Melbourne	M
Ms Dione Dimitriadis	1/07/2015	30/06/2017	Sydney	M
Mr Antonio Dronjic	1/07/2016	30/06/2019	Melbourne	M
Mr Alan Duri	1/07/2015	30/06/2019	Sydney	M
Mr Tigiilagi Eteuati	1/07/2015	29/06/2020	Brisbane	M
Ms Rosa Gagliardi	1/07/2015	30/06/2017	Melbourne	M
Mr Filip Gelev	1/07/2015	30/06/2017	Melbourne	M
Ms Amanda Goodier	1/07/2015	30/06/2017	Perth	G M
Ms Michelle Grau	1/07/2015	30/06/2017	Brisbane	M
Mr Bruce Henry	1/07/2015	30/06/2017	Brisbane	M
Ms Fiona Hewson	1/07/2015	31/12/2016	Melbourne	So
Ms Geraldine Hoeben	1/07/2015	29/06/2020	Sydney	M
Ms Diane Hubble	1/07/2015	30/06/2017	Melbourne	M
Mr Mark Hyman	30/05/2016	29/05/2019	Sydney	G So
Mr Matthew King	1/07/2015	30/06/2016	Brisbane	So
Mr Simon Letch	16/05/2016	15/05/2019	Brisbane	So
Mr John Longo	1/07/2015	31/12/2017	Melbourne	So
Mr Donald Lucas	1/07/2015	30/06/2016	Melbourne	M
Mr David McCulloch	1/07/2015	30/06/2017	Sydney	M
Mr Nicholas McGowan	1/07/2015	30/06/2017	Sydney	M
Ms Alison Mercer	1/07/2015	30/06/2019	Melbourne	M
Mr Justin Meyer	4/04/2016	3/04/2021	Melbourne	M
Mr Donald Morris	26/02/2016	25/02/2021	Hobart	G M Sec So

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Ms Sydelle Muling	1/07/2015	30/06/2017	Melbourne	M
Mr Steven Norman	1/07/2015	30/06/2017	Sydney	M
Ms Amanda Paxton	1/07/2015	29/06/2020	Melbourne	M
Ms Regina Pertou OAM	5/09/2014	4/09/2017	Melbourne	G F N Sec V
Mr Gary Richardson	1/07/2015	30/06/2016	Sydney	So
Mr Hugh Sanderson	1/07/2015	30/06/2019	Sydney	M
Ms Inge Sheck	1/07/2015	30/06/2016	Melbourne	So
Ms Wan Shum	1/07/2015	30/06/2019	Sydney	M
Ms Frances Simmons	1/07/2015	30/06/2017	Sydney	M
Mr Christopher Smolicz	1/07/2015	30/06/2019	Adelaide	M
Mr Fraser Syme	1/07/2015	30/06/2016	Brisbane	M
Ms Linda Symons	1/07/2015	30/06/2017	Sydney	M
Mr Jeffrey Thomson	30/05/2016	29/05/2021	Brisbane	So
Mr Christopher Thwaites	1/07/2015	30/06/2017	Sydney	M
Ms Kate Timbs	1/07/2015	29/06/2020	Sydney	M So
Ms Gina Towney	1/07/2015	30/06/2017	Sydney	M
Mr Peter Vlahos	30/05/2016	29/05/2023	Melbourne	M
Ms Jennifer Watts	30/05/2016	29/05/2021	Sydney	M So
Mr Stuart Webb	1/07/2015	30/06/2017	Melbourne	M
Mr Robert Wilson	1/07/2015	29/06/2020	Sydney	M
Mr Paul Windsor	1/07/2015	29/06/2020	Melbourne	M
Ms Magdalena Wysocka	1/07/2015	30/06/2017	Melbourne	M
Members – Part-time				
Dr Ion Alexander	26/01/2015	25/01/2017	Sydney	G F V
Mr Matt Amundsen	1/07/2015	31/12/2016	Brisbane	So
Ms Robyn Anderson	1/07/2015	30/06/2019	Melbourne	So
Mr William Appleton	1/07/2015	30/06/2019	Melbourne	G So
Ms Joanne Bakas	1/07/2015	31/12/2017	Adelaide	So
Mr Sean Baker	1/07/2015	30/06/2019	Melbourne	M

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Ms Wendy Banfield	1/07/2015	30/06/2017	Sydney	M
Mr David Barker	1/07/2015	29/06/2020	Sydney	M
Mr Ronald Bartsch	11/04/2013	10/04/2018	Sydney	G F
Ms Michelle Baulch	1/07/2015	30/06/2019	Hobart	So
Ms Angela Beckett	1/07/2015	30/06/2019	Sydney	So
Professor David Ben-Tovim	1/07/2015	25/02/2021	Adelaide	G
Mr Stephen Bertram	1/07/2015	30/06/2016	Melbourne	So
Ms Jane Bishop	1/07/2015	15/08/2017	Brisbane	M So
Ms Wendy Boddison	1/07/2015	30/06/2016	Melbourne	So
Dr Timothy Bohane	22/02/2012	25/05/2019	Sydney	G So
Ms Alexandra Bordujenko	1/07/2015	31/03/2019	Brisbane	G So
Ms Chantal Bostock	1/07/2015	30/06/2017	Sydney	M
Ms Margret Bourke	1/07/2015	30/06/2019	Melbourne	M
Ms Rhonda Bradley	30/05/2016	29/05/2019	Brisbane	N
Ms Stephanie Brakespeare	1/07/2015	30/06/2016	Perth	So
Dr Christhilde Breheny	1/07/2015	30/06/2018	Hobart	So
Ms Annette Brewer	1/07/2015	30/06/2016	Melbourne	So
Ms Tina Bubutievski	1/04/2016	31/03/2019	Sydney	So
Mr William Budiselik	1/07/2015	31/12/2016	Perth	So
Ms Nicole Burns	1/07/2015	29/06/2020	Melbourne	M
Ms Kate Buxton	1/07/2015	15/05/2019	Brisbane	G So
Mr Alex Byers	1/07/2015	30/06/2019	Brisbane	So
Dr Louise Bygrave	30/05/2016	29/05/2021	Sydney	G F N V
Dr Niall Cain	1/07/2015	15/05/2019	Melbourne	G So
Mr Andrew Cameron	14/03/2016	13/03/2021	Melbourne	G
Ms Mary Cameron	1/07/2015	30/06/2017	Melbourne	M
Mr Neill Campbell	1/07/2015	31/12/2016	Melbourne	So
Professor Terry Carney AO	1/07/2015	31/12/2016	Sydney	So
Ms Catherine Carney-Orsborn	1/07/2015	30/06/2017	Sydney	M

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Mr Andrew Carson	25/03/2016	24/03/2019	Vic	So
Ms Jennifer Cavanagh	1/07/2015	30/06/2017	Brisbane	G So
Ms Rieteke Chenoweth	1/07/2015	30/06/2017	Sydney	M
Ms Jennifer Ciantar	1/07/2015	30/06/2017	Sydney	M
Ms Christine Cody	1/07/2015	29/06/2020	Sydney	M
Mr Timothy Connellan	1/07/2015	29/06/2020	Melbourne	M
Ms Erika Cornwell	1/07/2015	31/03/2019	Sydney	So
Dr Michael Couch	5/04/2012	4/04/2017	Sydney	G V
Ms Lynne Coulson-Barr	5/08/2013	4/08/2018	Melbourne	G F N
Ms Gabrielle Cullen	1/07/2015	30/06/2017	Sydney	M
Mr Steven Cullimore	1/07/2015	30/06/2019	Adelaide	So
Ms Jean Cuthbert	1/07/2015	30/06/2019	Sydney	G So
Ms Jenny D'Arcy	1/07/2015	31/12/2016	Sydney	So
Mr John Devereux	1/07/2015	31/03/2019	Brisbane	So
Mr David Dobell	1/07/2015	30/06/2017	Sydney	M
Ms Anne Donnelly	1/07/2015	30/06/2016	Perth	So
Ms Kruna Dordevic	1/07/2015	30/06/2017	Sydney	So
Mr Marshal Douglas	30/05/2016	29/05/2019	Sydney	G V
Ms Amanda Ducrou	1/07/2015	31/03/2019	Melbourne	So
Mr Bronte Earl	1/07/2015	30/06/2019	Adelaide	So
Ms Kathryn Edmonds	1/07/2015	30/06/2019	Sydney	So
Ms Anne-Marie Elias	25/03/2016	24/03/2021	Sydney	So
Brigadier Conrad Ermert (Retd)	1/06/2015	31/05/2017	Melbourne	G F T V
Mr Warren Evans	1/12/2011	30/11/2016	Perth	G F V
Ms Nicola Findson	1/07/2015	29/06/2020	Perth	M
Ms Tania Flood	1/07/2015	29/06/2020	Sydney	M
Ms Julie Forgan	30/05/2016	29/05/2019	Melbourne	N
Ms Mila Foster	30/05/2016	29/05/2021	Sydney	M
Mr Neil Foster	1/07/2015	31/12/2016	Brisbane	So

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Ms Margaret Fowler	1/07/2015	30/06/2016	Melbourne	So
Mr Mark Fuller	1/07/2015	31/12/2016	Adelaide	So
Mr Ian Garnham	1/07/2015	29/06/2020	Melbourne	M
Mr Nicholas Gaudion	11/04/2013	10/04/2018	Sydney	G F T
Mr Steve Georgiadis	1/07/2015	30/06/2019	Adelaide	M
Ms Elaine Geraghty	1/07/2015	30/06/2017	Melbourne	So
Mr David Gillespie	1/07/2015	30/06/2016	Brisbane	So
Dr Jonathan Gillis	25/03/2016	24/03/2019	Sydney	So
Mr Paul Glass	30/05/2016	29/05/2019	Melbourne	So
Dr Martin Glasson	1/07/2015	30/06/2019	Sydney	So
Mr John Godfrey	30/05/2016	29/05/2021	Sydney	M
Ms Anne Grant	1/07/2015	31/03/2019	Melbourne	So
Ms Jocelyn Green	1/07/2015	31/12/2016	Brisbane	So
Dr Heidi Gregory	30/05/2016	29/05/2019	Melbourne	G V
Dr Beverley Grehan	16/05/2016	15/05/2019	Brisbane	So
Ms Dominique Grigg	25/03/2016	24/03/2021	Brisbane	G F
Ms Helen Grutzner	1/07/2015	30/06/2016	Melbourne	So
Ms Patricia Hall	1/07/2015	30/06/2019	Brisbane	So
Mr Adam Halstead	1/07/2015	31/03/2019	Sydney	So
Ms Tamara Hamilton-Noy	1/07/2015	31/03/2019	Melbourne	So
Mr Christopher Hardy	1/07/2015	30/06/2017	Sydney	M
Ms Kerry-Anne Hartman	1/07/2015	30/06/2017	Sydney	M
Mr Louie Hawas	25/03/2016	24/03/2021	Melbourne	M
Mr Michael Hawkins	30/05/2016	29/05/2023	Brisbane	M
Ms Rea Hearn-Mackinnon	1/07/2015	30/06/2017	Melbourne	M
Mr Brook Hely	1/07/2015	30/06/2017	Melbourne	M
Mr Peter Higgins	1/07/2015	31/12/2017	Melbourne	So
Mr Adrian Ho	1/07/2015	30/06/2017	Melbourne	M
Dr Maria Ho	4/04/2016	3/04/2021	Brisbane	So

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Ms Susan Hoffman	1/07/2015	31/03/2019	Perth	So
Ms Linda Holub	1/07/2015	29/06/2020	Sydney	M
Ms Rachel Homan	1/07/2015	30/06/2017	Sydney	M
Mr Michael Horsburgh AM	1/07/2015	31/12/2016	Sydney	So
Dr Gordon Hughes	17/01/2015	16/01/2017	Melbourne	G F T V
Dr Bernard Hughson	1/12/2010	25/02/2021	Canberra	G
Ms Lesley Hunt	1/07/2015	30/06/2016	Brisbane	M
Ms Penelope Hunter	1/07/2015	29/06/2020	Sydney	M
Dr William Isles	5/04/2012	4/04/2017	Sydney	G F N V
Mr Peter Jensen	1/07/2015	31/12/2016	Brisbane	G So
Mr James Jolliffe	1/07/2015	30/06/2017	Sydney	M
Mr Michael Jones	1/07/2015	1/10/2017	Perth	So
Ms Kate Juhasz	30/05/2016	29/05/2023	Brisbane	So
Ms Suhad Kamand	1/07/2015	30/06/2017	Sydney	M
Ms Christine Kannis	1/07/2015	29/06/2020	Perth	M So
Mr Paul Kanowski	1/07/2015	30/06/2016	Brisbane	G So
Mr Marten Kennedy	1/07/2015	27/10/2016	Adelaide	G M So
Mr William Kennedy	30/05/2016	29/05/2019	Sydney	M
Dr Sofia Khan	30/05/2016	29/05/2019	Sydney	G V
Mr Robert King	1/07/2015	31/12/2016	Brisbane	So
Dr Eric Knight	30/05/2016	29/05/2021	Sydney	So
Ms Donna Lambden	1/07/2015	31/12/2016	Adelaide	So
Ms Julia Leonard	1/07/2015	30/06/2016	Sydney	So
Mr Stephen Lewinsky	1/07/2015	31/12/2016	Melbourne	G So
Ms Susan Lewis	1/07/2015	30/06/2019	Sydney	So
Ms Hilary Lovibond	1/07/2015	30/06/2017	Melbourne	M
Mr Bruce MacCarthy	1/07/2015	30/06/2017	Sydney	M
Ms Kate Malyon	1/07/2015	30/06/2017	Sydney	M
Mr Michael Manetta	30/05/2016	29/05/2021	Adelaide	So

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Dr Geoffrey Markov	1/07/2015	30/06/2019	Melbourne	So
Ms Jane Marquard	30/05/2016	29/05/2021	Sydney	M
Ms Maxina Martellotta	1/07/2015	31/03/2019	Perth	So
Ms Sally Mayne	1/07/2015	30/06/2019	Sydney	So
Ms Melissa McAdam	1/07/2015	30/06/2017	Sydney	M
Professor Ronald McCallum AO	5/08/2013	4/08/2018	Sydney	G F N
Mr David McKelvey	1/07/2015	31/12/2016	Brisbane	G So
Ms Fiona Meagher	1/07/2015	29/06/2020	Brisbane	M
Ms Belinda Mericourt	1/07/2015	30/06/2017	Sydney	M
Ms Kathryn Millar	1/07/2015	30/06/2017	Adelaide	G M So
Mr Paul Millar	1/07/2015	29/06/2020	Sydney	M
Ms Adrienne Millbank	30/05/2016	29/05/2021	Melbourne	M
Ms Jillian Moir	1/07/2015	31/12/2016	Sydney	So
Ms Lilly Mojsin	1/07/2015	30/06/2017	Sydney	M
Ms Deborah Morgan	1/07/2015	30/06/2017	Adelaide	M
Ms Mara Moustafine	1/07/2015	30/06/2017	Sydney	M Sec
Mr Andrew Mullin	1/07/2015	30/06/2017	Sydney	M
Mr Jack Nalpantidis	1/07/2015	31/12/2016	Melbourne	So
Dr Bennie Ng	25/03/2016	24/03/2021	Melbourne	G F
Mr Paul Noonan	1/07/2015	30/06/2019	Melbourne	So
Lieutenant Colonel Robert Ormston (Retd)	1/09/2011	31/11/2016	Adelaide	G F Sec V
Ms Sophia Panagiotidis	1/07/2015	31/12/2016	Melbourne	M So
Ms Lisa-Maree Lo Piccolo	1/07/2015	30/06/2017	Melbourne	M
Mr Bryan Pickard	1/07/2015	31/12/2016	Brisbane	So
Ms Susan Pinto	1/07/2015	30/06/2017	Sydney	M
Professor Julie Quinlivan	1/07/2015	30/06/2018	Perth	G So
Mr Seamus Rafferty	30/05/2016	29/05/2021	Perth	M So
Dr Aruna Reddy	1/07/2016	30/06/2019	Melbourne	G So
Ms Saxon Rice	30/05/2016	29/05/2023	Brisbane	M

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Mr Robert Richards	1/07/2015	30/06/2016	Melbourne	So
Mr Paul Ryan	1/07/2015	30/06/2016	Sydney	So
Ms Andrea Schiwy	1/07/2015	30/06/2019	Hobart	So
Dr Harry Schwarz	22/02/2012	25/05/2019	Melbourne	So
Miss Elizabeth Shanahan	17/04/2015	16/04/2018	Melbourne	G F V
Mr Rodger Shanahan	1/07/2015	30/06/2017	Sydney	M Sec
Ms Annette Sheffield	1/07/2015	31/12/2016	Brisbane	So
Ms Rania Skaros	1/07/2015	30/06/2019	Sydney	M
Ms Roslyn Smidt	1/07/2015	29/06/2020	Sydney	M
Ms Alison Smith	1/07/2015	30/06/2019	Melbourne	So
Ms Angela Smith	1/07/2015	31/12/2016	Sydney	So
Ms Meena Sripathy	1/07/2015	30/06/2019	Sydney	M
Ms Frances Staden	1/07/2015	31/12/2016	Canberra	So
Ms Rosemary Stafford	1/07/2015	31/12/2016	Brisbane	G So
Dr Leslie Stephan	26/06/2015	25/06/2020	Adelaide	G V
Mr David Stevens	1/07/2015	30/06/2017	Melbourne	So
Ms Jennifer Strathearn	1/07/2015	31/12/2016	Adelaide	So
Dr Marian Sullivan	5/04/2012	4/04/2017	Brisbane	G F V
Dr Bruce Swanson	1/07/2016	30/06/2019	Adelaide	G So
Ms Karen Synon	1/07/2015	29/06/2020	Melbourne	M
Ms Sandra Taglieri	5/08/2013	4/08/2018	Hobart	G F N
Dr Robin Taylor	1/07/2016	30/06/2019	Sydney	So
Mr Ian Thompson	5/08/2013	4/08/2018	Adelaide	G F N
Mr Robert Titterton	1/07/2015	30/06/2017	Sydney	M
Dr Saw Hooi Toh	1/12/2012	30/11/2017	Sydney	G F N V
Ms Andrea Treble	1/07/2015	31/12/2016	Melbourne	So
The Honourable Judith Troeth AM	30/05/2016	29/05/2021	Melbourne	M
Ms Susan Trotter	1/07/2015	29/06/2020	Brisbane	M So
Ms Mary Urquhart	1/07/2015	30/06/2017	Melbourne	M

NAME	FIRST APPOINTED	APPOINTMENT EXPIRES	LOCATION	DIVISIONS
Ms Catherine Wall	1/07/2015	30/06/2017	Melbourne	M
Mr Alexis Wallace	1/07/2015	30/06/2016	Brisbane	M
Dr Robert Walters RFD	1/12/2012	30/11/2017	Hobart	G F V
Brigadier Gerard Warner AM LVO (Retd)	1/06/2015	31/05/2018	Perth	G F N Sec V
Mr Simon Webb	5/09/2014	4/09/2017	Canberra	G F Sec V
Ms Yvonne Webb	1/07/2015	30/06/2019	Adelaide	So
Ms Rachel Westaway	1/07/2015	29/06/2020	Melbourne	M
Mr Patrick White	1/07/2015	30/06/2017	Brisbane	So
Dr Peter Wilkins MBE	24/08/2006	25/02/2021	Canberra	G
Ms Judith Williams	1/07/2015	15/05/2019	Brisbane	So
Ms Carolyn Wilson	1/07/2015	30/06/2017	Adelaide	M
Ms Allison Windsor	1/07/2015	15/08/2017	Adelaide	So
Mr Perry Wood	25/03/2016	24/03/2021	Melbourne	M
Mr Mark Woodacre	1/07/2015	31/12/2016	Perth	So
Ms Natasha Yacoub	1/07/2015	30/06/2017	Melbourne	M

Table A1.2 shows the number of Senior Members and Members assigned to each of the AAT's divisions at 30 June 2016.

Table A1.2 Number of Senior Members and Members assigned to each AAT division, 30 June 2016

DIVISION	SENIOR MEMBER FULL-TIME	SENIOR MEMBER PART-TIME	MEMBER FULL-TIME	MEMBER PART-TIME	TOTAL
Freedom of Information	5	13	1	21	40
General	12	15	4	47	78
Migration and Refugee	14	3	51	71	139
National Disability Insurance Scheme	1	1	1	10	13
Security	7	3	2	5	17
Social Services and Child Support	3	1	15	105	124
Taxation and Commercial	6	7	0	3	16
Veterans' Appeals	6	12	2	18	38

Appointments and cessations, 2015–16

New appointments

Deputy Presidents

The Hon Justice Berna Collier
The Hon Dennis Cowdroy OAM
The Hon Justice Jennifer Davies
The Hon Justice Alan Robertson
Jan Redfern PSM

Senior Members

Peter Britten-Jones
Donald Davies
Dr Denis Dragovic
April Freeman
Professor Michael McGrowdie
Peter Nolan
Adria Poljak
John Sosso
William Stefaniak
Theo Tavoularis

Members

Ann Brandon-Baker
Rhonda Bradley
Moira Brophy
Dr Louise Bygrave
Andrew Cameron
Clyde Campbell
Andrew Carson
Kent Chapman
Justine Clarke
Angela Cranston
Marshal Douglas
Anne-Marie Elias
Julie Forgan
Mila Foster
Dr Jonathan Gillis
Paul Glass
John Godfrey
Dr Heidi Gregory
Dominique Grigg
Louie Hawas
Michael Hawkins

Dr Maria Ho
Mark Hyman
Kate Juhasz
William Kennedy
Dr Sofia Khan
Dr Eric Knight
Michael Manetta
Jane Marquard
Justin Meyer
Adrienne Millbank
Donald Morris
Dr Bennie Ng
Seamus Rafferty
Saxon Rice
James Silva
Jeffrey Thomson
The Hon Judith Troeth AM
Peter Vlahos
Jennifer Watts
Perry Wood

Re-appointments

Deputy Presidents

The Hon Justice Michael Barker
The Hon Justice Robert Benjamin
The Hon Justice Annabelle Bennett AO
The Hon Justice Christine Dawe
The Hon Justice Andrew Greenwood
The Hon Justice Jayne Jagot
The Hon Justice Susan Kenny
The Hon Justice John Logan RFD

The Hon Justice John Middleton
The Hon Justice Antony Siopis
James Constance
The Hon Richard Edmonds SC
Bernard McCabe
Dr Peter McDermott RFD
Jim Walsh

Senior Members

John Billings
John Cipolla
Josephine Kelly
Dr Irene O'Connell
Kira Raif
Shahyar Roushan
Chelsea Walsh

Members

Kaarina Ammala
Robyn Anderson
Dr William Appleton
Sean Baker
Michelle Baulch
Angela Beckett
Professor David Ben-Tovim
Dr Timothy Bohane
Alexandra Bordujenko
Margret Bourke
Tina Bubutievski
Kate Buxton
Alexander Byers
Neill Campbell
Dr Niall Cain
Erika Cornwell
Lynne Cretan
Steven Cullimore
Jean Cuthbert
John Devereux
Antonio Dronjic

Alan Duri
Amanda Ducrou
Bronte Earl
Kathryn Edmonds
Steve Georgiadis
Dr Martin Glasson
Anne Grant
Dr Beverley Grehan
Patricia Hall
Adam Halstead
Tamara Hamilton-Noy
Susan Hoffman
Dr Bernard Hughson
Marten Kennedy
Heather King
Julia Leonard
Simon Letch
Susan Lewis
Dr Geoffrey Markov
Maxina Martellotta
Sally Mayne

Alison Mercer
Paul Noonan
Lieutenant Colonel Robert Ormston (Retd)
Stephen Pozzi
Dr Aruna Reddy
Kay Rodda
Andrea Schiwy
Hugh Sanderson
Dr Harry Schwarz
Wan Shum
Rania Skaros
Alison Smith
Christopher Smolicz
Meena Sripathy
Dr Bruce Swanson
Dr Robin Taylor
Yvonne Webb
Dr Peter Wilkins MBE
Judith Williams

Cessations

Deputy Presidents

The Hon Justice Annabelle Bennett AO
The Hon Justice John Mansfield AM
The Hon Richard Edmonds SC
Philip Hack SC
The Hon Robert Nicholson AO
The Hon Brian Tamberlin QC

Senior Members

Geri Ettinger
John Handley
Dr Kenneth Levy RFD
Donald Smyth

Members

Kaarina Ammala
Stephen Bertram
Wendy Boddison
Stephanie Brakespeare
Annette Brewer
Ruth Cheetham
Air Vice Marshal Franklin Cox AO (Retd)
Lynne Cretan

Anne Donnelly	Christopher Keher	Robert Richards
Dr Marella Denovan	Heather King	Gary Richardson
Margaret Fowler	Matthew King	Kay Rodda
David Gillespie	Deborah Laver	Ken Ross
Helen Grutzner	Donald Lucas	Paul Ryan
Tina Guthrie	Christopher Main	Inge Sheck
Lesley Hunt	Hannah McGlade	Fraser Syme
Keith Horsley	Rosetta Petrucci	Alexis Wallace
Paul Kanowski	Stephen Pozzi	Kenneth Warren

Profiles

President

The Hon Justice Duncan Kerr *Chev LH*

Justice Duncan Kerr became a judge of the Federal Court of Australia and President of the Administrative Appeals Tribunal in May 2012 for a term of five years. He was elected to the executive of the Council of Australasian Tribunals in June 2013 and became the Chair of the Council in June 2014.

Before his appointment, Justice Kerr practised as a barrister and specialised in public law, constitutional and administrative law, refugee and human rights law and appellate work. He was appointed Senior Counsel in 2004. He was also Adjunct Professor of Law, Queensland University of Technology and President of Greening Australia Ltd.

Justice Kerr served in the Commonwealth Parliament as the member for Denison for 23 years (1987–2010). He was Attorney-General (1993) and Minister for Justice (1993–1996) in the Keating Government and Parliamentary Secretary for Pacific Island Affairs (2007–2009) in the Rudd Government.

Before his election to the House of Representatives, Justice Kerr had served as Crown Counsel for the State of Tasmania, Dean of the Faculty of Law, University of Papua New Guinea and Principal Solicitor for the Aboriginal Legal Service (NSW).

Division Heads

Mr Bernard McCabe

Deputy President Bernard McCabe is Division Head of the Taxation and Commercial Division. He was appointed a Deputy President of the Tribunal and assigned to be Division Head from 25 March 2016 for a term of three years.

Mr McCabe was first appointed as a part-time Member of the Tribunal in 2001 and later as a full-time Senior Member in 2003. Mr McCabe was an Associate Professor of Law at Bond University. He was also a member of the Legal Committee of the Companies and Securities Advisory Committee between 1998 and 2001.

Ms Jan Redfern PSM

Deputy President Jan Redfern is Division Head of the Migration and Refugee Division. She was appointed a Deputy President of the Tribunal and assigned to be Division Head from 21 March 2016 for a term of seven years.

Ms Redfern previously served the AAT as a Senior Member from 2009 to 2014. She was a Principal Member of the NSW Civil and Administrative Tribunal's Guardianship Division from 1 January 2015 and, before that, a legal member and Deputy President of the NSW Guardianship Tribunal.

Prior to these appointments, Ms Redfern held a number of senior executive positions with the Australian Securities and Investments Commission from 1999 to 2008. In 2007 she was awarded a Commonwealth Public Service Medal for outstanding public service in the field of corporate and financial services regulation and enforcement.

Mr Jim Walsh

Deputy President Jim Walsh is Division Head of the Social Services and Child Support Division. He was appointed a Deputy President of the Tribunal and assigned to be Division Head from 25 March 2016 for a term of three years.

Prior to his current appointment, Mr Walsh served as an acting Deputy President of the Tribunal and acting Division Head of the Social Services and Child Support Division from July 2015. Mr Walsh was previously a Deputy Principal Member of the Social Security Appeals Tribunal (2012–2015) and, before that, a Senior Member (2010–2012) and Director (2002–2010) for the Queensland Registry.

Prior to these appointments, Mr Walsh held senior positions in Centrelink and the then Department of Social Security.

Deputy Division Heads

Ms Suellen Bullock

Senior Member Suellen Bullock is a Deputy Division Head of the Social Services and Child Support Division. Ms Bullock became a Senior Member of the AAT on 1 July 2015 and was assigned to be Deputy Division Head for a term of two years.

Ms Bullock was previously a Deputy Principal Member of the Social Security Appeals Tribunal (2012–2015) and, before that, a Senior Member (2010–2012) and Director (2006–2010) for the NSW and ACT Registries. She has also held tribunal appointments as a full-time Senior Member of the AAT, a part-time Senior Member of the Veterans' Review Board and a member of the then NSW Administrative Decisions Tribunal in the Equal Opportunity Division.

Ms Bullock has also previously worked as a social worker at Legal Aid NSW and Queensland, as an Investigation Officer and Executive Officer in the NSW Ombudsman's Office and as the Internal Ombudsman at the Sutherland Shire Council.

Dr Irene O'Connell

Senior Member Irene O'Connell is Deputy Division Head of the Migration and Refugee Division. She was appointed as Deputy Principal Member of the Migration Review Tribunal and Refugee Review Tribunal on 30 June 2015 for a term of five years and became a Senior Member of the Migration and Refugee Division of the Tribunal upon amalgamation on 1 July 2015. She was assigned to be Deputy Division Head on 1 July 2015 as well as being appointed as an acting Deputy President and assigned to be acting Division Head. Her acting roles ceased upon Ms Redfern's appointment as Head of the Migration and Refugee Division from 21 March 2016.

Dr O'Connell was a member of the Migration Review Tribunal and Refugee Review Tribunal from 2000 to 2007 and a Senior Member from 2007 to 2014. She was Principal Reviewer for the Independent Protection Assessment Authority from 2010 to 2012.

Dr O'Connell previously held positions as an academic at the University of Sydney lecturing in jurisprudence and as an Examiner for the NSW Legal Practitioners Admission Board.

Ms Irene Tsiakas

Senior Member Irene Tsiakas is a Deputy Division Head of the Social Services and Child Support Division. Ms Tsiakas became a Senior Member of the AAT on 1 July 2015 and was assigned to be Deputy Division Head for a term of three years.

Ms Tsiakas practiced as a solicitor in private practice and later in the Family Law Division of the Australian Legal Aid Office/Victorian Legal Aid Commission. Ms Tsiakas conducted administrative reviews for the Child Support Agency from 2001 to 2006 and was a part-time member of the Migration Review Tribunal and Refugee Review Tribunal from 2003 to 2007.

Ms Tsiakas was appointed as a part-time member of the Social Security Appeals Tribunal in 1988, then as a full-time member and acting Assistant Senior Member in 2007. From 2012 she became the acting Senior Member for the Victorian and Tasmanian Registries and in 2013 became a Deputy Principal Member. Ms Tsiakas is currently President of the Victorian Chapter of the Council of Australasian Tribunals.

Appendix 2: Additional staffing statistics

Table A2.1 provides a breakdown of staff employed by the AAT under the *Public Service Act 1999* at 30 June 2016 by job classification, registry and gender.

Table A2.1 Staff by job classification, registry and gender, 30 June 2016^a

Job classification	Sydney Registry		Melbourne Registry		Brisbane Registry		Adelaide Registry		Perth Registry		Hobart Registry		Canberra Registry		Principal Registry		Immigration Assessment Authority		All		
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	Total
APS Level 1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1
APS Level 2	1	4	4	2	7	4	1	0	5	0	0	0	0	0	0	0	0	0	18	10	28
AAT 3/4 Broadband	59	29	50	25	9	13	12	3	8	2	4	0	4	4	13	9	0	2	159	87	246
APS Level 5	14	4	12	4	0	1	0	0	0	0	0	0	0	0	12	8	1	0	39	17	56
APS Level 6	17	5	8	6	3	1	1	1	2	1	0	0	1	0	28	18	0	0	60	32	92
EL 1	6	6	8	2	0	2	0	1	0	0	0	0	0	0	12	17	0	1	26	29	55
EL 2	4	3	3	2	3	1	3	0	2	1	0	0	2	1	2	6	9	4	28	18	46
SES Band 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2	1	0	4	2	6
Total	101	51	85	41	22	22	18	5	17	4	4	0	7	5	70	60	11	7	335	195	530

^aThese figures include all ongoing and non-ongoing staff. Staff on long-term leave (of greater than three months) or on temporary transfer to another agency are not included. If they have been replaced, the replacement staff are included.

Legend

'F' = female, 'M' = male, 'EL' = Executive Level

Appendix 3: Resourcing tables

This appendix contains a table summarising the total resources of the AAT, and the total payments made by the AAT, during 2015–16 and a table showing the total expenses for the AAT's outcome. We have one outcome in the Portfolio Budget Statements and are a single programme agency.

Resource Statement

Table A3.1 AAT resource statement 2015–16

	Actual available appropriation for 2015–16 \$'000	Payments made 2015–16 \$'000	Balance remaining 2015–16 \$'000
	(a)	(b)	(a) – (b)
Ordinary annual services¹			
Departmental appropriation ²	223,008	156,182	66,826
Total available annual appropriations³ and payments	223,008	156,182	66,826
Special appropriations			
Special appropriations limited by criteria/entitlement			
<i>Public Governance, Performance and Accountability Act 2013 – s77</i>		5,343	
Total special appropriations		5,343	
Total net resourcing and payments for Administrative Appeals Tribunal	223,008	161,525	

¹ Appropriation Act (No. 1) 2015–16 and Appropriation Act (No. 3) 2015–16. Includes \$17.469m from prior periods, \$44.284m in section 75 transfers and \$19.681m in section 74 retained revenue receipts.

² Includes an amount of \$4.633m in 2015–16 for the Departmental Capital Budget. For accounting purposes this amount has been designated as 'contributions by owners'.

³ Includes appropriation of \$44.284m for the Migration Review Tribunal and Refugee Review Tribunal which merged with the AAT pursuant to the *Tribunals Amalgamation Act 2015* (Cth) on 1 July 2015. Cash and receivable of the Social Security Appeals Tribunal, the other amalgamating tribunal, will be recognised on completion of a section 75 determination in 2016–17.

Expenses by Outcome

Table A3.2 Expenses for Outcome

Outcome 1: Access to a fair, just, economical, informal and quick review mechanism for applicants through reviews of government administrative decisions, including dispute resolution processes and independent formal hearings.	Budget*	Actual expenses	Variation
	2015–16 \$'000	2015–16 \$'000	2015–16 \$'000
	(a)	(b)	(a) – (b)
Programme 1.1: Administrative Appeals Tribunal			
Administered expenses			
Special appropriations	6,400	5,256	1,144
Departmental expenses ¹			
Departmental appropriation ²	138,106	124,932	13,174
Expenses not requiring appropriation in the Budget year	7,050	8,963	(1,913)
Total expenses for Programme 1	151,556	139,151	12,405
Total expenses for Outcome 1	151,556	139,151	12,405
	2014–15	2015–16	
Average Staffing Level (number)	157	530	

*Full year budget, including any subsequent adjustment made to the 2015–16 Budget at Additional Estimates.

¹ Departmental expenses for 2015–16 reflect the operations of the amalgamated AAT.

² Departmental appropriation combines ordinary annual services (Appropriation Act Nos. 1 and 3) and retained revenue receipts under section 74 of the *Public Governance, Performance and Accountability Act 2013*.

Appendix 4: Additional caseload statistics

This appendix contains the following tables providing additional information about the AAT's activities:

- A4.1 Applications lodged and applications finalised, 2015–16
- A4.2 Outcomes of reviews by division and major areas of work within divisions, 2015–16
- A4.3 Number of alternative dispute resolution processes, directions hearings and hearings, 2013–14 to 2015–16
- A4.4 Court appeals lodged and finalised, 2015–16 – By division and major areas of work within divisions

Table A4.1 Applications lodged and applications finalised, 2015–16

	APPLICATIONS LODGED		APPLICATIONS FINALISED	
	No	% of total	No	% of total
APPLICATIONS FOR REVIEW OF DECISIONS UNDER COMMONWEALTH LAWS – BY AUSTRALIAN GOVERNMENT PORTFOLIO				
AGRICULTURE AND WATER RESOURCES				
Agricultural and veterinary chemicals	4		0	
Australian grape and wine regulation	2		2	
Export and import control	2		2	
Fisheries	0		1	
Research participation certificates for Conservation Tillage Refundable Tax Offset	0		2	
Subtotal	8	<1%	7	<1%
ATTORNEY-GENERAL'S				
Archives (other than decisions relating to ASIO records)	1		9	
Archives decisions relating to ASIO records	1		1	
ASIO security assessments	15		13	
Background checking	4		4	
Bankruptcy	14		19	
Freedom of information	35		46	
Human rights	2		1	
Marriage celebrants	7		9	
Personal property securities	6		10	
Privacy	1		2	
Waiver of fees in courts	4		4	
Subtotal	90	<1%	118	<1%

	APPLICATIONS LODGED		APPLICATIONS FINALISED	
	No	% of total	No	% of total
COMMUNICATIONS AND THE ARTS				
Communications and media	1		1	
Tax offset for films	3		1	
Subtotal	4	<1%	2	<1%
DEFENCE (including VETERANS' AFFAIRS)				
Defence Force retirement and death benefits	6		2	
<i>Military Rehabilitation and Compensation Act 2004</i>	104		84	
Veterans' entitlements	236		279	
Other	5		9	
Subtotal	351	<1%	374	<1%
EDUCATION AND TRAINING				
Child care services/registered carers	3		5	
Education services for overseas students	17		16	
Higher Education Loan Program	70		56	
Mutual recognition of occupations	96		49	
National vocational education and training regulation	61		54	
Tertiary education quality and standards	2		4	
Trade support loans	1		0	
Subtotal	250	1%	184	<1%
EMPLOYMENT				
Fair entitlements guarantee	58		34	
<i>Safety, Rehabilitation and Compensation Act 1988</i>	1,736		1,308	
Seafarers rehabilitation and compensation	61		65	
Subtotal	1,855	4%	1,407	4%
ENVIRONMENT AND ENERGY				
Clean energy regulation	1		0	
Environment protection and biodiversity	2		2	
Great Barrier Reef Marine Park	1		2	
Hazardous waste	1		2	
Subtotal	5	<1%	6	<1%
FINANCE				
Electoral matters	2		2	
Subtotal	2	<1%	2	<1%

	APPLICATIONS LODGED		APPLICATIONS FINALISED	
	No	% of total	No	% of total
FOREIGN AFFAIRS AND TRADE				
Export market development grants	2		2	
Passports	21		16	
Subtotal	23	<1%	18	<1%
HEALTH AND AGED CARE				
Aged care	19		10	
Medicare	1		1	
Pharmacists	15		13	
Sports anti-doping	1		0	
Therapeutic goods	9		4	
Subtotal	45	<1%	28	<1%
IMMIGRATION AND BORDER PROTECTION				
Citizenship	275		292	
Customs	29		44	
Migration agent registration	8		12	
Visa-related decisions (other than relating to character)	18,929		16,111	
Visa-related decisions relating to character	77		28	
Subtotal	19,318	47%	16,487	43%
INDUSTRY, INNOVATION AND SCIENCE				
Industry research and development	11		7	
Patents, designs and trade marks	7		2	
Subtotal	18	<1%	9	<1%
INFRASTRUCTURE AND REGIONAL DEVELOPMENT				
Airports	1		1	
Aviation and maritime transport security	1		2	
Civil aviation	30		27	
Maritime safety	3		1	
Motor vehicle standards	6		8	
Subtotal	41	<1%	39	<1%
PRIME MINISTER AND CABINET				
Aboriginal corporations, councils and associations	1		0	
Subtotal	1	<1%	0	0%

	APPLICATIONS LODGED		APPLICATIONS FINALISED	
	No	% of total	No	% of total
SOCIAL SERVICES				
Aged care	4		14	
Centrelink (first review and second review)	15,664		15,529	
Child support (first review and second review)	2,228		2,183	
National Disability Insurance Scheme	48		33	
National Rental Affordability Scheme	1		0	
Paid parental leave (first review and second review)	223		241	
Subtotal	18,168	44%	18,000	47%
TREASURY				
Auditors and liquidators registration	1		1	
Business names registrations	11		17	
Charities and not-for-profit entities	1		0	
Consumer credit	6		3	
Corporations and financial services	33		20	
Insurance and superannuation	1		1	
Tax agents	28		24	
Taxation	921		1,136	
Subtotal	1,002	2%	1,202	3%
SUBTOTAL for PORTFOLIOS	41,181	99%	37,883	99%
APPLICATIONS UNDER THE ADMINISTRATIVE APPEALS TRIBUNAL ACT – OTHER				
Other applications	250		263	
Subtotal	250	<1%	263	<1%
APPLICATIONS UNDER NORFOLK ISLAND LAWS				
Planning	1		0	
Subtotal	1	<1%	0	0%
TOTAL^a	41,432	100%	38,146	100%

^a Percentages may not total 100% due to rounding.

Table A4.2 Outcomes of reviews by division and major areas of work within divisions, 2015–16

Subtable A4.2.1 General Division

	CENTRELINK (2ND REVIEW)		WORKERS' COMPENSATION ^a		OTHER		TOTAL	
	No	% of total	No	% of total	No	% of total	No	% of total
By decision^b								
Decision affirmed	509	22%	115	8%	152	14%	776	16%
Decision varied or set aside	128	6%	48	4%	51	5%	227	5%
Subtotal	637	28%	163	12%	203	19%	1,003	21%
By consent								
Decision affirmed ^c	6	<1%	421	31%	3	<1%	430	9%
Decision varied or set aside ^c	334	14%	406	30%	148	14%	888	19%
Dismissed by consent ^d	22	<1%	3	<1%	10	<1%	35	<1%
Dismissed by operation of law ^e	294	13%	0	0%	0	0%	294	6%
Subtotal	656	29%	830	60%	161	42%	1,647	35%
Other								
Withdrawn by applicant	681	29%	327	24%	294	27%	1,302	27%
Dismissed by Tribunal ^f	148	6%	38	3%	251	23%	437	9%
No jurisdiction	4	<1%	4	<1%	21	2%	29	<1%
Extension of time refused	150	6%	7	<1%	22	2%	179	4%
Other	38	2%	4	<1%	125	12%	167	3%
Subtotal	1,021	44%	380	28%	713	66%	2,114	44%
TOTAL^g	2,314	100%	1,373	100%	1,077	100%	4,764	100%

^a These figures include applications for the review of decisions about defence-related claims under the *Safety, Rehabilitation and Compensation Act 1988* which are formally allocated to the Veterans' Appeals Division.

^b Applications finalised by a decision of the AAT under section 43 of the Administrative Appeals Tribunal Act.

^c Applications finalised by the AAT in accordance with terms of agreement reached by the parties either in the course of an alternative dispute resolution process (section 34D) or at any stage of review proceedings (section 42C).

^d Applications dismissed by consent under section 42A(1).

^e If an application for a review of a Centrelink decision relates to the recovery of a debt, the parties may agree in writing to settle the proceedings. On receipt of the agreement, the application is taken to have been dismissed.

^f Applications dismissed under section 42A(2) (non-appearance at a case event), section 42A(5) (failure to proceed with an application or to comply with a direction of the AAT) and section 42B(1) (application is frivolous, vexatious, misconceived, lacking in substance, has no reasonable prospect of success or is an abuse of the process of the AAT).

^g Percentages may not total 100% due to rounding.

Subtable A4.2.2 Freedom of Information, National Disability Insurance Scheme, Security and Veterans' Appeals Divisions^a

	FREEDOM OF INFORMATION		NATIONAL DISABILITY INSURANCE SCHEME		SECURITY		VETERANS' APPEALS	
	No	% of total	No	% of total	No	% of total	No	% of total
By decision								
Decision affirmed	8	14%	2	6%	1	7%	63	17%
Decision varied or set aside	11	19%	2	6%	0	0%	37	10%
Subtotal	19	33%	4	12%	1	7%	100	27%
By consent								
Decision affirmed	0	0%	0	0%	0	0%	3	<1%
Decision varied or set aside	11	19%	12	36%	1	7%	142	39%
Dismissed by consent	1	2%	3	9%	0	0%	2	<1%
Dismissed by operation of law	0	0%	0	0%	0	0%	0	0%
Subtotal	12	21%	15	45%	1	7%	147	41%
Other								
Withdrawn by applicant	21	37%	10	30%	8	57%	103	28%
Dismissed by Tribunal	4	7%	1	3%	2	14%	13	4%
No jurisdiction	0	0%	1	3%	0	0%	1	<1%
Extension of time refused	1	2%	2	6%	0	0%	1	<1%
Other	0	0%	0	0%	2	14%	0	0%
Subtotal	26	46%	14	42%	12	86%	118	32%
TOTAL^b	57	100%	33	100%	14	100%	365	100%

^a See the notes to Subtable A4.2.1 for information about the outcome types.

^b Percentages may not total 100% due to rounding.

Subtable A4.2.3 Migration and Refugee Division

	MIGRATION		REFUGEE		TOTAL	
	No	% of total	No	% of total	No	% of total
By decision^a						
Decision affirmed ^b	5,194	42%	2,528	70%	7,722	48%
Decision varied, remitted or set aside	4,613	37%	587	16%	5,200	32%
Subtotal	9,807	78%	3,115	87%	12,922	80%
Other						
Withdrawn by applicant	1,447	12%	205	6%	1,652	10%
Dismissed by Tribunal ^b	325	3%	54	2%	379	2%
No jurisdiction	932	7%	226	6%	1,158	7%
Subtotal	2,704	22%	485	14%	3,189	20%
TOTAL^c	12,511	100%	3,600	100%	16,111	100%

^a Applications finalised by a decision of the AAT under section 349 or 415 of the Migration Act.

^b The Tribunal may dismiss an application if an applicant does not appear before the Tribunal at a hearing under section 362B(1A) or 426A(1A) of the Migration Act. The decision to dismiss the application may be confirmed under section 362B(1C)(b), 362B(1E), 426A(1C)(b) or 426A(1E). Under sections 362B(1F) and 426A(1F), a dismissal decision confirmed by the Tribunal is taken to be a decision to affirm the decision under review. Therefore, the total number of migration decisions affirmed is 5,519 or 44% of all migration decisions (comprised of 5,194 decisions affirmed and 325 applications dismissed by the Tribunal). The total number of refugee decisions affirmed is 2,582 or 72% of all refugee decisions (comprised of 2,528 decisions affirmed and 54 applications dismissed by the Tribunal).

^c Percentages may not total 100% due to rounding.

Subtable A4.2.4 Social Services and Child Support Division^a

	CENTRELINK (1ST REVIEW)		CHILD SUPPORT		PAID PARENTAL LEAVE		TOTAL	
	No	% of total	No	% of total	No	% of total	No	% of total
By decision^b								
Decision affirmed	7,921	55%	590	31%	168	73%	8,679	53%
Decision varied or set aside	3,125	22%	792	41%	14	6%	3,931	24%
Subtotal	11,046	77%	1,382	72%	182	79%	12,610	76%
By consent								
Decision affirmed ^c	N/A	N/A	0	0%	N/A	N/A	0	0%
Decision varied or set aside ^c	N/A	N/A	4	<1%	N/A	N/A	4	<1%
Dismissed by consent ^d	7	<1%	39	2%	0	0%	46	<1%
Dismissed by operation of law ^e	0	0%	N/A	N/A	0	0%	0	0%
Subtotal	7	<1%	43	2%	0	0%	50	<1%
Other								
Withdrawn by applicant	804	6%	243	13%	15	7%	1,062	6%
Dismissed by Tribunal ^f	328	2%	53	3%	1	<1%	382	2%
No jurisdiction	2,180	15%	153	8%	32	14%	2,365	14%
Other	0	0%	52	3%	0	0%	52	<1%
Subtotal	3,312	23%	501	26%	48	21%	3,861	23%
Total^g	14,365	100%	1,926	100%	230	100%	16,521	100%

^a A single application may relate to more than one reviewable decision. These figures include outcomes for all decisions that have been reviewed.

^b Applications finalised by a decision of the AAT under section 43 of the Administrative Appeals Tribunal Act.

^c Applications finalised by the AAT in accordance with terms of agreement reached by the parties under section 42C.

^d Applications dismissed by consent under section 42A(1).

^e If an application for a review of a Centrelink decision relates to the recovery of a debt, the parties may agree in writing to settle the proceedings. On receipt of the agreement, the application is taken to have been dismissed.

^f Applications dismissed under section 42A(2) (non-appearance at a case event), section 42A(5) (failure to proceed with an application or to comply with a direction of the AAT) and section 42B(1) (application is frivolous, vexatious, misconceived, lacking in substance, has no reasonable prospect of success or is an abuse of the process of the AAT).

^g Percentages may not total 100% due to rounding.

Subtable A4.2.5 Taxation and Commercial Division^a

	TAXATION		OTHER ^b		TOTAL	
	No	% of total	No	% of total	No	% of total
By decision						
Decision affirmed	85	8%	15	11%	100	8%
Decision varied, remitted or set aside	37	3%	7	5%	44	4%
Subtotal	122	11%	22	17%	144	11%
By consent						
Decision affirmed	9	1%	2	2%	11	1%
Decision varied, remitted or set aside	514	46%	6	5%	520	41%
Dismissed by consent	13	1%	0	0%	13	1%
Dismissed by operation of law	1	<1%	0	0%	1	<1%
Subtotal	537	48%	8	7%	545	43%
Other						
Withdrawn by applicant	360	31%	50	38%	410	32%
Dismissed by Tribunal	103	9%	26	20%	129	10%
No jurisdiction	3	0%	12	9%	15	1%
Extension of time refused	8	1%	2	2%	10	1%
Other	3	0%	12	9%	15	1%
Subtotal	477	41%	102	77%	579	45%
TOTAL^c	1,136	100%	132	100%	1,268	100%

^a See the notes to Subtable A4.2.1 for information about the outcome types.

^b These figures include all non-taxation applications managed within the Taxation and Commercial Division whether or not formally allocated to that division: see the Review of Taxation and Commercial Decisions Practice Direction.

^c Percentages may not total 100% due to rounding

Table A4.3 Number of alternative dispute resolution processes, directions hearings and hearings, 2013–14 to 2015–16

EVENT TYPE	2013–14	2014–15	2015–16
Conferences ^a	7,636	7,775	8,082
Conciliations ^a	555	523	529
Other ADR processes (case appraisals, mediations and neutral evaluations) ^a	64	23	25
Directions hearings ^b	1,945	1,721	2,788
Interlocutory hearings ^c	524	625	741
Hearings	1,083	1,183	24,856

^a The AAT holds alternative dispute resolution processes in all divisions other than the Migration and Refugee Division, Security Division and Social Services and Child Support Division.

^b The AAT holds directions hearings in all divisions other than the Migration and Refugee Division.

^c Interlocutory hearings are hearings listed in divisions other than the Migration and Refugee Division and the Social Services and Child Support Division in relation to the AAT's jurisdiction and applications for orders of the following kind: to extend the time to lodge an application for review, to be joined as a party to a proceeding, to make a confidentiality order under section 35 of the Administrative Appeals Tribunal Act, to stay the operation or implementation of a reviewable decision, to dismiss an application or to reinstate an application.

Table A4.4 Court appeals lodged and finalised, 2015–16 - By division and major areas of work within divisions^a

DIVISION/AREA OF WORK	COURT APPEALS LODGED		COURT APPEALS FINALISED ^c			
	Lodged	Proportion of total AAT decisions ^b	Allowed	Dismissed or Discontinued	Total appeals finalised	Proportion allowed against total appeals finalised
	No	%	No	No	No	%
Freedom of Information	5	23%	0	4	4	0%
General	47	3%	17	42	59	29%
<i>Centrelink (2nd review)</i>	17	2%	4	18	22	18%
<i>Workers' compensation^d</i>	15	7%	8	15	23	35%
<i>Other</i>	15	3%	5	9	14	36%
Migration and Refugee	3,269	23%	723	2,235	2,958	24%
<i>Migration</i>	1,640	15%	492	1,171	1,663	30%
<i>Refugee</i>	1,629	48%	231	1,064	1,295	18%
National Disability Insurance Scheme	0	0%	0	0	0	0%
Security	0	0%	0	0	0	0%
Social Services and Child Support^e	33	2%	3	30	33	9%
Taxation and Commercial	20	8%	6	16	22	27%
<i>Taxation</i>	18	9%	5	16	21	24%
<i>Other^f</i>	2	3%	1	0	1	100%
Veterans' Appeals	7	6%	5	6	11	45%
TOTAL	3,381	19%	754	2,333	3,087	24%

^a These figures include appeals lodged or finalised in the reporting year that relate to decisions made by the AAT, MRT, RRT or SSAT prior to 1 July 2015 as well as decisions made by the AAT from 1 July 2015.

^b This figure represents the number of appeals lodged in 2015–16 as a proportion of all AAT decisions that could have been appealed to the courts in 2015–16.

^c Where a decision of a judge of the Federal Circuit Court, a single judge of the Federal Court or the Full Court of the Federal Court has been appealed, only the ultimate result is counted for the purpose of these statistics.

^d These figures include applications for the review of decisions about defence-related claims under the *Safety, Rehabilitation and Compensation Act 1988* which are formally allocated to the Veterans' Appeals Division.

^e Only child support decisions and employer-related paid parental leave decisions may be appealed to the courts under section 44 or 44AAA of the Administrative Appeals Tribunal Act. Other decisions are subject to second review in the AAT.

^f These figures include all non-taxation applications managed within the Taxation and Commercial Division whether or not formally allocated to that division: see the Review of Taxation and Commercial Decisions Practice Direction.

Appendix 5: Other mandatory information

Advertising and market research

The AAT did not undertake any advertising campaigns in 2015–16. Non-campaign advertising expenditure of \$9,299 was paid to Dentsu Mitchell for advertising employment vacancies.

The AAT paid \$46,768 to ORIMA Research Pty Ltd to conduct a survey of users of the AAT's services. No amounts were paid to polling or direct mailing organisations during 2015–16.

Grants

The AAT does not administer any grants programs.

Disability reporting mechanism

Since 1994, non-corporate Commonwealth entities have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission's State of the Service reports and the *APS Statistical Bulletin*. These reports are available at www.apsc.gov.au. From 2010–11, departments and agencies have no longer been required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–2020, which sets out a ten-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high level two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these progress reports was published in 2014, and can be found at www.dss.gov.au.

Ecologically sustainable development and environmental performance

The AAT does not develop or administer legislation or policy relating to the environment but takes steps to ensure our operations are undertaken in an environmentally sustainable way.

When arranging new leases and refurbishments in 2015–16, we gave consideration to the principles of ecologically sustainable development. The AAT's Long Term Accommodation Masterplan, adopted in May 2015, states a preference for leases in buildings with NABERS ratings of at least 4.5 and refers to compliance with a range of Australian Government policies, including the Energy Efficiency in Government Operations Policy, ICT Sustainability Plan 2010–2015 and the National Waste Policy. The AAT signed leases for new premises in Adelaide, Brisbane and Perth in 2015–16 which included the required Green Lease Schedules. These buildings have NABERS ratings of 5.5 (Adelaide), 5 (Brisbane) and 4.5 (Perth).

We also limit our impact on the environment in day-to-day operations by implementing simple measures such as ensuring lights are switched off when not required, ensuring any leased vehicles have a high Green Vehicle Guide rating, encouraging double-sided printing, providing facilities to support staff who walk or cycle to work and recycling office waste.

Table A5.1 Environmental performance reporting, 2015–16

THEME	STEPS TAKEN TO REDUCE EFFECT	MEASURES TO REVIEW AND IMPROVE REDUCING THE EFFECT
Energy efficiency	<p>Install sensor-controlled lighting in any new fit-outs or refurbishments to tenancies.</p> <p>Consider energy ratings of office machines when replacement is necessary.</p>	The AAT is not able to access consolidated data on electricity consumption across all tenancies.
Vehicles	Ensure the average Green Vehicle Guide rating of the AAT's leased vehicles is as high as possible.	The AAT's one leased vehicle as at 30 June 2016 has a Tailpipe CO2 rating of 186g/km.
Waste	Participate in office waste recycling schemes.	<p>All registries recycled paper during the reporting year.</p> <p>Some registries also recycled glass, plastics and metals, toner cartridges, organic material and e-waste such as batteries.</p> <p>As the AAT participates in whole-of-building recycling schemes with other tenants, separate data on recycling quantities is not currently available.</p>
Water	Install water saving devices such as dual-flush cisterns and waterless urinals in any new fit-outs or refurbishments to tenancies.	The AAT is not able to access data on water consumption in each of its tenancies.

Correction of material errors in previous annual report

The Social Security Appeals Tribunal *Annual Report 2014–15* reported that the number of applications on hand in that tribunal at 30 June 2015 was as follows: 2,993 applications for review of Centrelink decisions, 74 applications for review of paid parental leave decisions and 499 applications for review of child support decisions: see pages 12 and 13. The AAT has become aware that there was a technical issue with the report used at the time to count the number of applications on hand. The correct number of applications on hand at 30 June 2015 was as follows: 2,696 applications for review of Centrelink decisions, 49 applications for review of paid parental leave decisions and 486 applications for review of child support decisions.

Appendix 6: Speeches, publications and other external activities

AAT members and staff undertake a wide range of activities that assist to raise awareness of our role, procedures and activities. They give speeches and are panel members at conferences and seminars, participate in training and other engagement activities, and publish articles. Members and staff also serve on the committees of associations and other bodies relevant to the work of the AAT. The record of activities for 2015–16 is in four lists:

- speeches and presentations
- training and other engagement activities
- publications, and
- service on committees.

Table A6.1 Speeches and presentations, 2015–16

TITLE/ROLE	EVENT/ORGANISATION	SPEAKER(S)	DATE
<i>Celebrating 30 Years</i>	Hobart Community Legal Service, Hobart	Justice Duncan Kerr	10 July 2015
<i>Administrative Appeals Tribunal: Post Amalgamation</i>	Department of Human Services Community Consultative Forum, Perth	Barry Johnson, District Registrar	23 July 2015
<i>Authorised Review Officers and Tribunals: What is the Difference?</i>	Department of Human Services Authorised Review Officers' Conference, Melbourne	Acting Deputy President Jim Walsh Senior Member Irene Tsiakas	20 August 2015
<i>Presentation on the Impact of the Amalgamation of the SSAT with the AAT on Reviews of Social Security Decisions</i>	National Welfare Rights Network Conference, Melbourne	Acting Deputy President Jim Walsh Sandra Koller, Director Legal and Policy	22 August 2015
<i>Interpreting for the AAT Migration and Refugee Division</i>	Lecture, RMIT University, Melbourne	Member Don Lucas	24 August 2015
<i>Tribunal Advocacy</i>	Bar Readers' Course, South Australian Bar Association, Adelaide	Deputy President Katherine Bean	26 August 2015
<i>The Administrative Appeals Tribunal following Amalgamation</i>	Federal Court Judges Meeting, Sydney	Justice Duncan Kerr	27 August 2015
<i>Authorised Review Officers and Tribunals: What is the Difference?</i>	Department of Human Services Authorised Review Officers' Conference, Parramatta	Senior Member Suellen Bullock	27 August 2015
<i>Mediation and Alternative Dispute Resolution</i>	Australian Lawyers Alliance ACT Branch Conference, Canberra	Kim Lackenby, Conference Registrar	28 August 2015
<i>Transformational Change</i>	Government Solicitors Conference, Law Society of NSW	Sian Leathem, Registrar	1 September 2015

TITLE/ROLE	EVENT/ORGANISATION	SPEAKER(S)	DATE
<i>A Day in the Life of a Migration and Refugee Division Member</i>	Lecture, Griffith University, Gold Coast	Senior Member Don Smyth	5 September 2015
<i>Reviewing the Reviewer: The Administrative Appeals Tribunal, Administrative Review Council and the Road Ahead</i>	The Professor Jack Richardson Memorial Oration, ACT Law Society and the Association of Corporate Counsel Australia, Canberra	Justice Duncan Kerr	15 September 2015
<i>Good Faith in Alternative Dispute Resolution at the AAT</i>	Lecture, University of Queensland, Brisbane	Justin Toohey, Director Alternative Dispute Resolution	2 October 2015
Welcome and Opening Address	National Registrars and Executive Officers Conference, Council of Australasian Tribunals, Sydney	Justice Duncan Kerr	16 October 2015
<i>Modern Day Approaches to the Application Process – Tribunal Experiences</i>		Elizabeth Connolly, Acting Division Registrar	16 October 2015
<i>Freedom of Information: Lessons from Recent Experience</i>	Lecture, Australian National University College of Law, Canberra	Senior Member Dr James Popple	5 November 2015
Speaker	Launch of <i>Control of Government Action – Text, Cases & Commentary</i> (4th edition) by Robin Creyke, John McMillan and Mark Smyth, Sydney	Justice Duncan Kerr	19 November 2015
Welcome and Opening Address	Hot Topics in Commonwealth Compensation Seminar, Law Council of Australia, Sydney	Justice Duncan Kerr	20 November 2015
<i>Procedure at the Administrative Appeals Tribunal</i>	Administrative Law and Appeals Seminar, Legalwise Seminars, Sydney	Sian Leathem, Registrar	25 November 2015
<i>AAT Amalgamation</i>	Administrative Law Forum, Minter Ellison, Canberra	Sian Leathem, Registrar	27 November 2015
Panel Member	Responding to the Challenges of Delivering Alternative Dispute Resolution Services in Courts and Tribunals Seminar, AAT, Queensland Civil and Administrative Tribunal and Griffith University, Brisbane	Justin Toohey, Director Alternative Dispute Resolution	30 November 2015
<i>Getting the WooW Factor™ – Work and Out of Work Life Balance</i>	Women Legal 2016, Sydney	Member Katie Malyon	29 January 2016
<i>Alternative Dispute Resolution in the Federal Court of Australia and the Administrative Appeals Tribunal</i>	Lecture, Australian National University, Canberra	Kim Lackenby, Conference Registrar	24 February 2016

TITLE/ROLE	EVENT/ORGANISATION	SPEAKER(S)	DATE
<i>Getting the WooW Factor™ – Work and Out of Work Life Balance</i>	Women Lawyers Association of NSW, Sydney	Member Katie Malyon	25 February 2016
<i>Administrative Appeals Tribunal in Practice</i>	Lecture, University of Canberra, Canberra	Kim Lackenby, Conference Registrar	25 February 2016
<i>What Makes a Good Advocate: The View from the Other Side</i>	Summer Series Civil Law Day, Legal Aid Western Australia, Perth	Deputy President Dr Christopher Kendall (co-presenter)	26 February 2016
<i>The New AAT: An Update for Migration Lawyers</i>	2016 Continuing Professional Development	Senior Member John Billings	5 March 2016
<i>An Introduction – the Immigration Assessment Authority</i>	Immigration Law Conference, Law Council of Australia, Melbourne	Sobet Haddad, Senior Reviewer, Immigration Assessment Authority	5 March 2016
<i>Seven Deadly Sins: How Government Can Block the Way to the Correct or Preferable Decision</i>	Workers' Compensation Law Forum, Australian Government Solicitor, Canberra	Deputy President Gary Humphries	17 March 2016
<i>An Introduction to the AAT: What We Do Post-Amalgamation</i>	Lecture, University of Notre Dame, Perth	Deputy President Dr Christopher Kendall	4 April 2016
<i>Alternative Dispute Resolution at the AAT – An Integrated Approach to Case Management</i>	Queensland Civil and Administrative Tribunal, Brisbane	Justin Toohey, Director Alternative Dispute Resolution	7 April 2016
<i>Review of Migration Decisions: Advice for New Migration Agents</i>	Lecture, Murdoch University, Perth	Member Tony Caravella	12 April 2016
<i>A Day in the Life of a Migration and Refugee Division Member</i>	Lecture, Griffith University, Gold Coast	Member Fraser Syme	16 April 2016
<i>Procedural Fairness: Cases involving People from Culturally and Linguistically Diverse Backgrounds</i>	2016 Conference, Victorian Chapter of the Council of Australasian Tribunals, Melbourne	Senior Member John Billings	22 April 2016
<i>Affording Procedural Fairness: Culture and Interpreters in Tribunal Hearings</i>		Member John Longo	22 April 2016
<i>Panel Members: Ensuring a Fair Hearing – Matters involving Persons with a Mental Illness, Cognitive Impairment or Intellectual Disability</i>		Senior Member Jill Toohey Susan Woodford, District Registrar	22 April 2016
<i>Alternative Dispute Resolution in the AAT</i>	Lecture, University of Tasmania, Hobart	Catherine Scott, District Registrar	27 April 2016
Welcome and Opening Address	Hot Topics in Commonwealth Compensation Seminar, Law Council of Australia, Sydney	Justice Duncan Kerr	13 May 2016
Panel Members	Ethical Limits of Advocacy at Mediation Seminar, Law Society of South Australia, Adelaide	Member Steve Georgiadis Franca Petrone, Conference Registrar	3 June 2016

TITLE/ROLE	EVENT/ORGANISATION	SPEAKER(S)	DATE
Welcome and Opening Address	2016 National Conference, Council of Australasian Tribunals, Hobart	Justice Duncan Kerr	9 June 2016
Panel Members: <i>Discussion on Self-Represented Applicants</i>	FOI and Litigation Branch National Litigation Conference, Department of Human Services, Sydney	Senior Member Suellen Bullock Allan Teves, Acting District Registrar Stephen Shepherd, Conference Registrar	21 June 2016
<i>Migration and Protection Visa Reviews in the AAT</i>	Lecture, Mercy College, Perth	Member Tony Caravella	22 June 2016

Table A6.2 Training and other engagement activities, 2015–16

TITLE/ROLE	EVENT/ORGANISATION	PARTICIPANT(S) /PRESENTER(S)	DATE
Participant	NAIDOC Week Community Event, Information Stall, Melbourne	Melbourne Registry staff	8 July 2015
Participant	NAIDOC Week Community Event, Information Stall, Brisbane	Brisbane Registry staff	10 July 2015
The Social Services and Child Support Division of the AAT and the former Social Security Appeals Tribunal	Clinical Student Induction Day, Social Security Rights Victoria, Melbourne	Senior Member Irene Tsiakas Marianne Evans, District Registrar	10 July 2015
Participant	Northern Territory and South Australian National Disability Insurance Scheme Stakeholder Reference Group, Adelaide	Catherine Cashen, District Registrar	30 July 2015, 11 November 2015, 18 February 2016
Tribunal Member for Mock Hearings	Migration Institute of Australia Practice Ready Programme, Sydney	Senior Member John Cipolla Senior Member Kira Raif Senior Member Antoinette Younes Member Wendy Banfield Member Robert Titterton	12 August 2015, 27 November 2015, 24 February 2016, 6 April 2016, 13 May 2016
Presenters	Visit to the AAT by District Judges from the State Courts of Singapore, Sydney	Mary Desses, Athena Harris Ingall, Kim Richardson and Stephen Shepard, Conference Registrars Justin Toohey, Director Alternative Dispute Resolution Staff of the Performance and Development team	26 October 2015

TITLE/ROLE	EVENT/ORGANISATION	PARTICIPANT(S) /PRESENTER(S)	DATE
Administrative Law Hearing Assessment	Leo Cussen Institute, Melbourne	Member John Longo	23 November 2015
Presenters	Visit to the AAT by Senior Administrators from the Supreme Court of Myanmar, Sydney	Allan Teves, Acting District Registrar Staff of the Performance and Development team	1 December 2015
Presenters	Tour of the AAT, Inspire U Law Camp for Indigenous Students, Brisbane	Catherine Cashen, District Registrar Adelaide Registry staff	8 December 2015
Presiding Judge for Mock Trials	University of Tasmania Advocacy Summer School, Hobart	Justice Duncan Kerr	14 January 2016
The Appeal Process at the AAT in Department of Human Services Matters	Department of Human Services Multicultural Workers, Adelaide Northern Cultural Diversity Group, Elizabeth Community Workers Forum, Murray Bridge Riverland Community Workers, Berri Community Workers Forum, Broken Hill	Zaharoula Karzis-Wyatt, Team Leader and Outreach Coordinator	5 April 2016, 21 April 2016, 23 May 2016, 24 May 2016, 25 May 2016
Area Social Work Meeting	Department of Human Services, Hobart	Marianne Evans, District Registrar	12 April 2016
Australian representative	12th Congress of the International Association of Supreme Administrative Jurisdictions, Turkey	Justice Duncan Kerr	2–6 May 2016
Management of Social Services and Child Support Matters in the AAT	Victoria Legal Aid Liaison Meeting, Melbourne	Senior Member Irene Tsiakas Marianne Evans, District Registrar Mandy Fisher, Team Leader	13 May 2016
AAT Update	NDIS External Merits Review Support Component Workshop, Canberra	Catherine Cashen, District Registrar	20 May 2016
Presenters	Tour at the AAT, Inspire U Law Camp for Indigenous Students, Brisbane	Justin Toohey, Director Alternative Dispute Resolution Eoin Coffey, Legal Associate Elaine Rigg, Member Support Team	29 June 2016

Table A6.3 Publications, 2015–16

TITLE	AUTHOR	CITATION/PUBLISHER
'Debt Recovery by Centrelink and the Family Assistance Office', Chapter 7.5 in <i>Lawyers' Practice Manual Victoria</i>	Member Inge Sheck (co-author)	Thomson Reuters
'Enemy Aliens in the First World War: Legal and Constitutional Issues', Chapter 2 in <i>Security, Dissent, and the Limits of Toleration in War and Peace: Canadian State Trials Volume IV, 1914–1939</i>	Deputy President Peter McDermott	University of Toronto Press

Table A6.4 lists the roles performed by AAT members and staff who served on the committees of associations or other bodies during all or part of the reporting year.

Table A6.4 Service on committees, 2015–16

ORGANISATION	PARTICIPANT	ROLE
Council of Australasian Tribunals – National Executive	Justice Duncan Kerr	Chair
Council of Australasian Tribunals – New South Wales Chapter	Senior Member Kira Raif	Committee Member
	Sian Leathem, Registrar	Treasurer/Committee Member
Council of Australasian Tribunals – South Australian Chapter	Deputy President Katherine Bean	Committee Member
	Senior Member Sue Raymond	Committee Member
	Member Marten Kennedy	Secretary
Council of Australasian Tribunals – Victorian Chapter	Senior Member Irene Tsiakas	President
	Member Regina Perton	Committee Member
	Susan Woodford, District Registrar	Committee Member
Institute of Public Administration Australia	Sian Leathem, Registrar	Vice President (Events and Communities)

Appendix 7: List of requirements

PGPA RULE REFERENCE	PART OF REPORT	DESCRIPTION	REQUIREMENT
17AD(g)	Letter of transmittal		
17AI	Page iii	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h)	Aids to access		
17AJ(a)	Page v	Table of contents.	Mandatory
17AJ(b)	Pages 158–163	Alphabetical index.	Mandatory
17AJ(c)	Pages 154–157	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	Appendix 7, pages 146–151	List of requirements.	Mandatory
17AJ(e)	Page ii	Details of contact officer.	Mandatory
17AJ(f)	Page ii	Entity's website address.	Mandatory
17AJ(g)	Page ii	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	Chapter 1, pages 2–7	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	Chapter 2, page 10	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	Chapter 2, pages 11–15	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	Chapter 2, page 11	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	Chapter 2, page 11	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments – Mandatory
17AE(2)	Not applicable	Where the outcomes and programmes administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory

PGPA RULE REFERENCE	PART OF REPORT	DESCRIPTION	REQUIREMENT
17AD(c)	Report on the Performance of the entity		
	Annual performance Statements		
17AD(c)(i); 16F	Chapter 3, pages 20–22	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	Report on Financial Performance		
17AF(1)(a)	Chapter 1, page 7 Chapter 3, pages 22–23	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	Appendix 3, page 125	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	Chapter 3, pages 22–23	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory
17AD(d)	Management and Accountability		
	Corporate Governance		
17AG(2)(a)	Chapter 4, page 45	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	Chapter 4, page 46	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	Chapter 4, page 46	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	Chapter 4, page 46	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	Chapter 4, pages 44–46	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	Not applicable: see Chapter 4, page 45	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory

PGPA RULE REFERENCE	PART OF REPORT	DESCRIPTION	REQUIREMENT
External Scrutiny			
17AG(3)	Chapter 3, pages 34–37	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	Chapter 3, page 36	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	Mandatory
17AG(3)(b)	Not applicable: see Chapter 3, page 37	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory
17AG(3)(c)	Not applicable	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory
Management of Human Resources			
17AG(4)(a)	Chapter 4, pages 46–52	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	Chapter 4, Table 4.1, page 47	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> • Statistics on staffing classification level; • Statistics on full-time employees; • Statistics on part-time employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	Chapter 4, page 48	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	Chapter 4, Table 4.2, page 48	Information on the number of SES and non-SES employees covered by agreements etc. identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	Chapter 4, Table 4.2, page 48	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	Chapter 4, page 49	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable: see Chapter 4, page 49	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	Not applicable	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory

PGPA RULE REFERENCE	PART OF REPORT	DESCRIPTION	REQUIREMENT
17AG(4)(d)(iii)	Not applicable	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	Not applicable	Information on aggregate amount of performance payments.	If applicable, Mandatory
Assets Management			
17AG(5)	Not applicable	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, Mandatory
Purchasing			
17AG(6)	Chapter 4, pages 52–53	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
Consultants			
17AG(7)(a)	Chapter 4, page 53	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
17AG(7)(b)	Chapter 4, page 53	A statement that " <i>During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]</i> ".	Mandatory
17AG(7)(c)	Chapter 4, page 52	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	Chapter 4, page 53	A statement that " <i>Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.</i> "	Mandatory
Australian National Audit Office Access Clauses			
17AG(8)	Not applicable: see Chapter 4, page 53	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory

PGPA RULE REFERENCE	PART OF REPORT	DESCRIPTION	REQUIREMENT
Exempt contracts			
17AG(9)	Not applicable: see Chapter 4, page 53	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory
Small business			
17AG(10)(a)	Chapter 4, page 52	A statement that "[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website."	Mandatory
17AG(10)(b)	Chapter 4, page 52	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	Not applicable	If the entity is considered by the Department administered by the Finance Minister as material in nature – a statement that "[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website."	If applicable, Mandatory
Financial Statements			
17AD(e)	Pages 59–103	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
17AD(f) Other Mandatory Information			
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that "During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website."	If applicable, Mandatory
17AH(1)(a)(ii)	Appendix 5, page 138	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	Not applicable	A statement that "Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website]."	If applicable, Mandatory

PGPA RULE REFERENCE	PART OF REPORT	DESCRIPTION	REQUIREMENT
17AH(1)(c)	Appendix 5, page 138	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	Chapter 3, page 37	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	Appendix 5, page 139	Correction of material errors in previous annual report	If applicable, Mandatory
17AH(2)		Information required by other legislation	
	Chapter 4, page 51	Work, health and safety information required by the <i>Work, Health and Safety Act 2011</i>	Mandatory
	Appendix 5, page 138	Advertising and market research information required by the <i>Commonwealth Electoral Act 1918</i>	If applicable, mandatory
	Appendix 5, pages 138–139	Ecologically sustainable development and environmental performance information required by the <i>Environment Protection and Biodiversity Conservation Act 1999</i>	Mandatory

**END
MATTER**

Glossary

AASB	Australian Accounting Standards Board
AAT	Administrative Appeals Tribunal
Administrative Appeals Tribunal Act	<i>Administrative Appeals Tribunal Act 1975</i>
ADR	Alternative dispute resolution is the umbrella term for a range of processes for resolving a dispute, other than at a hearing. The Tribunal employs five processes: conference, conciliation, mediation, case appraisal and neutral evaluation.
Affirm	If the Tribunal affirms a decision under review, the original decision stands (remains unchanged).
Applicant	The person, organisation, department or agency that has lodged an application with the Tribunal.
Application for extension of time	An application for a review of a decision must be lodged with the Tribunal within a certain time limit. However, in some jurisdictions, an application may be made to the Tribunal to extend the time for lodging an application.
Appropriation	An amount authorised by Parliament to be drawn from the Consolidated Revenue Fund or Loan Fund for a particular purpose, or the amount so authorised. Appropriations are contained in specific legislation – notably, but not exclusively, the Appropriation Acts.
APS	Australian Public Service
APS employee	A person engaged under the <i>Public Service Act 1999</i>
ASIO	Australian Security Intelligence Organisation
Asylum seeker	An asylum seeker is a person who is outside their country of origin, has applied for recognition as a refugee in another country and is awaiting a decision on their application.
AusTender	The Australian Government's procurement information system
AustLII	The Australasian Legal Information Institute publishes a website that provides free internet access to Australasian legal materials, including published AAT decisions.
AVS	Australian Valuation Solutions
Bridging visa	A bridging visa is a temporary visa generally granted to an eligible non-citizen to enable them to remain lawfully in Australia for one of a number of specified reasons, the most common being while they are awaiting the outcome of an application for a substantive visa.
Case appraisal	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.
China	The People's Republic of China

COAT	Council of Australasian Tribunals
Complementary protection	Complementary protection refers to circumstances where there are substantial grounds for believing that, as a necessary and foreseeable consequence of being removed from Australia to a receiving country, there is a real risk a person will suffer significant harm.
Conciliation	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.
Conference	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.
Confidentiality order	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 or other disclosure of information tending to reveal the identity of a party or witness, evidence given before the Tribunal or matters contained in documents lodged with the Tribunal.
CSS	Commonwealth Superannuation Scheme
Directions hearing	A hearing to deal with procedural matters such as the exchange of statements or documents, to clarify issues relating to the conduct of a hearing or to progress a matter in which there has been delay by a party. Directions hearings are conducted by Tribunal members.
Dismissal of application	The Tribunal may, in certain circumstances, dismiss an application without proceeding to review the decision. An application may be dismissed, for example, if the applicant fails to appear at an ADR process, directions hearing or hearing.
FBT	Fringe Benefits Tax
FCA	Federal Court of Australia
FCAFC	Full Court of the Federal Court of Australia
FCCA	Federal Circuit Court of Australia
FOI	Freedom of information
FOI Act	<i>Freedom of Information Act 1982</i>
FRR	<i>Public Governance, Performance and Accountability (Financial Reporting) Rule 2015</i>
GST	Goods and Services Tax
Guide to Refugee Law	The Guide to Refugee Law in Australia was developed in 1996 as a reference tool for members and staff of the RRT. It contains an analysis of the legal issues relevant to the determination of refugee status in Australia and is regularly updated to reflect developments in the law.
HCA	High Court of Australia

Hearing	The occasion at which the parties may present to the Tribunal evidence and submissions in relation to the decision under review.
IAA	Immigration Assessment Authority
Interlocutory application	Any application made by a party that relates to an application for review of a decision, including any of the following kinds of application: for an extension of time to lodge an application; to stay the operation of the decision under review; or for a confidentiality order.
IPS	Information Publication Scheme
Jurisdiction	The scope of the Tribunal's power to review decisions
Mediation	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.
Migration Act	<i>Migration Act 1958</i>
MRT	Migration Review Tribunal
NAATI	National Accreditation Authority for Translators and Interpreters
NDIS	National Disability Insurance Scheme
Neutral evaluation	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.
Non-ongoing APS employee	An APS employee engaged for a specific term or the duration of a specified task.
Ongoing APS employee	An APS employee employed on a continuing basis
OPA	Official Public Account
Outcome	In relation to the Portfolio Budget Statements, the results, impacts or consequences of actions by government on the Australian community
Party	A participant in the proceedings before the Tribunal. A party can be the person who makes the application to the Tribunal and in certain divisions, the decision-maker or other respondent to the application and any other person joined to the proceedings.
Party joined	A person, department or agency whose interests are affected by a decision under review may be made a party to some proceeding by order of the Tribunal. This person, department, or agency is a party joined.
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
Portfolio Additional Estimates Statements	Portfolio Additional Estimates Statements inform parliament of changes in resourcing since the Budget, providing information on new measures and their impact on the financial and non-financial planned performance of agencies.
Portfolio Budget Statements	Portfolio Budget Statements explain the Budget appropriations for entities within a portfolio in terms of outcomes and programmes.

Programme	An activity or group of activities that deliver benefits, services or transfer payments to individuals, industry/business or the community as a whole and are the primary vehicles for government entities to achieve the intended results of their outcome statements.
Protection visas	Protection visas are a class of visas, a criterion for which is that the applicant for the visa is a non-citizen in Australia to whom Australia has protection obligations or is a non-citizen in Australia who is the spouse or a dependant of a non-citizen who holds a protection visa.
PSS	Public Sector Superannuation Scheme
PSSap	Public Sector Superannuation accumulation plan
Public Governance, Performance and Accountability Act	<i>Public Governance, Performance and Accountability Act 2013</i>
Public Service Act	<i>Public Service Act 1999</i>
Registry	A registry is an office of the AAT
Remit	The Tribunal may remit a matter (send it back) to the original decision-maker to be reconsidered in accordance with any directions or recommendations of the Tribunal.
Respondent	The party who responds to or answers an application in certain divisions, usually the department, agency or organisation that made the original decision.
RRT	Refugee Review Tribunal
SES	Senior Executive Service
Set aside	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.
SSAT	Social Security Appeals Tribunal
Stay order	An order of the Tribunal to suspend the operation or implementation of the decision under review until the matter is determined or resolved.
Tribunal	Administrative Appeals Tribunal
Unauthorised maritime arrivals	Asylum seekers that arrive in Australia by boat without a visa
Vary	The Tribunal may vary a decision under review. This means that the Tribunal changes or alters the original decision.
WHS	Work health and safety
Work Health and Safety Act	<i>Work Health and Safety Act 2011</i>

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