



## Reply to a response to Guidance and Appeals Panel application (1<sup>st</sup> and 2<sup>nd</sup> instances)

You can use this form if you would like to respond to a *Response to a Guidance and Appeals Panel application (1<sup>st</sup> instance)* or a *Response to an application for referral of a previous Tribunal decision to the Guidance and Appeals Panel (2<sup>nd</sup> instance)* form that opposes your application to the Guidance and Appeal Panel (GAP). Providing a reply is optional but you should use this form if you would like to reply. You can read more information about the GAP on our website, [www.art.gov.au](http://www.art.gov.au). If you have any questions about completing this form, call us on 1800 228 333.

We will apply the details we used for your ART case to your GAP case. If any of your personal details change, please contact us on 1800 228 333 to update them.

GAP case number

### Your details

Your name

### Section 1 – Reply to response

Please reply to the response here. You should only reply to matters you have not dealt with in your initial application to the GAP.

**Section 2 – Documents**

Are there any documents you have not already provided to the Tribunal which you would like to provide as part of your reply? If yes, please list the names of the documents below and provide a copy of them with this form.

**SIGNATURE**

**Signature**

**Date**

dd / mm / yyyy

**Print name**

---



## Privacy Notice

### Collection of information

The Tribunal collects personal information, including sensitive information about you, that is directly related or reasonably necessary for the President to decide whether to refer the matter to the Guidance and Appeals Panel (Panel).

If the President refers the matter to the Panel, the Tribunal may collect personal information, including sensitive information, about you that is reasonably necessary for, or directly related to, the conduct of the review by the Panel.

### How information is collected

The information will be collected in this form and from documents collected for the purpose of the earlier proceeding in which the decision that may be referred was made.

If the President refers the matter to the Panel, further information may also be collected from: you; the original decision-maker; other parties to the review and other government or non-government bodies or people; and publicly available sources. Publicly available sources include websites and social media.

The Tribunal may also collect information where documents are given to it under a summons and are taken into evidence. Documents given under a summons that are not taken into evidence will be destroyed or returned after the review is finalised.

### Use and disclosure of information

The Tribunal will only use this information for purposes related to this application, or related reviews under the [Administrative Review Tribunal Act 2024](#) and purposes authorised under the [Privacy Act 1988](#) and other Australian laws.

The Tribunal may use personal contact information for its customer surveys to improve its services.

The Tribunal may disclose the information to parties to the review, including the department, organisation or person who made the original decision.

A copy of this form and any accompanying documents will be provided to the other parties to the earlier proceeding.

### Publication of decisions

The Tribunal is generally required to publish decisions made by the Panel, unless a confidentiality order has been made or a law prohibits publication of the decision or information contained in it. For more information about confidentiality visit [Privacy and confidentiality at the ART](#).

### Privacy Policy

For more information about privacy in the Tribunal, including how to make complaints, see the [Privacy Policy](#).