

Purpose of this form

This form is to assist you to make a claim under the Scheme for Compensation for Detriment caused by Defective Administration (CDDA Scheme).

To make a claim, you must complete all the questions in the form. If there is insufficient space to answer the questions, please attach a separate document. Please attach all relevant information to support your claim.

Before completing this form, you should read the information on the Administrative Review Tribunal's website about making a claim under the CDDA Scheme.

How to submit this form

You can submit this form and any supporting information to the Tribunal by email or post or by hand delivering it to one of our offices.

By email

Forms can be emailed to publicinterest.disclosure@art.gov.au.

By post

Forms can be posted:

Administrative Review Tribunal

GPO Box 9955

In your capital city

By hand

Forms can be lodged on weekdays between 8:30am and 5:00pm in the following locations:

Adelaide

Level 2, 1 King William Street

Brisbane

Level 6, No 1 Anzac Place, 295 Ann Street

Canberra

Level 8, 14 Moore Street

Darwin

Level 10, NT House, 22 Mitchell Street

Hobart

Edward Braddon, Commonwealth Law Courts

Building, 39-41 Davey Street

Melbourne

Level 4, 15 William Street

Perth

Level 13, BOQ Building, 111 St Georges Terrace

Sydney

Level 6, 83 Clarence Street



Part 1 - Personal details

Title (Mr, Ms, Mrs, Dr etc.):

Family name:

Given name(s):

Postal address:

Phone
number:

Email:

Your preferred method for us to correspond with you:
(mark one or more if applicable)

Post

Email

If you have a file or reference number related to your interactions with the Tribunal, please provide it below:

File or reference number:

Part 2 - Details of the claim

Please describe how the Tribunal's administration was defective. You should outline the events and circumstances that you consider contributed to the defective administration. Include dates, what happened and who was involved (if known).

Please explain what detriment you have suffered.

What is the total amount of compensation you are seeking for this detriment?

Please explain how this amount is calculated.

Please explain how the Tribunal's defective administration directly caused the detriment you have suffered.

Please advise what action you have taken to resolve this matter (for example, review by agency, Ombudsman, courts, tribunals). What is the status of these actions?

Are there any other factors that you believe are important and you have not yet mentioned in this claim? If so, please provide details.

Part 3 - Privacy Notice

The information collected in this form is necessary for the Administrative Review Tribunal to assess your application under the CDDA Scheme, and is protected by the *Privacy Act 1988*. If you do not provide the requested information, we may not be able to process your claim.

To assess your claim we may contact other Australian Government entities or Australian Public Service employees that could hold information about your claim to request it and use it to process your claim.

Our staff will use any information you provide to assess your claim for compensation and in doing so may also disclose this information to other Australian Government entities or Australian Public Service employees.

We will not otherwise use or disclose your information without your consent, unless authorised or required by law.

Our Privacy Policy explains how you can access information we hold about you and how to make privacy complaints. More information, including our Privacy Policy is available on our website (www.art.gov.au) or by calling 1800 228 333.

Part 4 - Declaration and authorisation

I declare to the best of my knowledge and belief, the information that I have supplied in or attached to this claim is accurate and true, and that all relevant information has been included.

I have read and understood the contents of the Privacy Notice above and understand the Tribunal will collect, use and disclose information about me to assess and decide this claim. (If you do not understand the Privacy Notice, contact us for assistance by calling 1800 228 333.)

Signature

Date