

ADMINISTRATIVE APPEALS TRIBUNAL
MEMBERS' HANDBOOK

October 2010

This Handbook may be changed from time to time to reflect Remuneration Tribunal decisions or changes to AAT policies.

REQUIREMENTS OF THE ADMINISTRATIVE APPEALS TRIBUNAL ACT

Oath or affirmation of office

- 2.1 A person who is appointed or re-appointed to the Tribunal is required, before proceeding to discharge the duties of the office, to take an oath or an affirmation that he or she will truly serve Her Majesty in the office to which he or she is appointed and that he or she will faithfully and impartially perform the duties of that office: s 10B and Schedule 2 to the AAT Act.
- 2.2 Arrangements for the “swearing in” are made by the local District Registrar. The oath or affirmation must be taken before a Justice of the High Court or a Judge of the Federal Court or the Family Court or of the Supreme Court of a state or territory: s 10B of the AAT Act.

Outside employment

- 2.3 A full-time member must not engage in paid employment outside the duties of office (other than an office or appointment in the Defence Force) without the consent of the Attorney-General: s 11 of the AAT Act.

Disclosure of interests by members

- 2.4 A member who is, or is to be, a member of the Tribunal as constituted for the purposes of a proceeding must disclose to the parties to the proceeding any interest, pecuniary or otherwise, that could conflict with the proper performance of his or her functions in relation to the proceeding. The member must not take part in that proceeding, or exercise any powers in relation to the review except with the consent of all of the parties: s 14 of the AAT Act.