

## COUNCIL OF AUSTRALASIAN TRIBUNALS

### MEMORANDUM OF OBJECTS OF STATE AND TERRITORY CHAPTERS

WHEREAS :

- A. The Council of Australasian Tribunals was established as a national network of tribunals on 6 June 2002; and
- B. The Council's Constitution provides for the establishment of State and Territory chapters to further the objects of the Council and provide members with the opportunity to share information, experiences and views about developments and trends in administrative decision making

the [...insert relevant State or Territory...] Chapter of the Council is hereby established.

#### **Interpretation**

1. In this memorandum, unless the context otherwise requires:

"Council" means the Council of Australasian Tribunals established in at a meeting of tribunals on 6 June 2002;

"Constitution" means the constitution of the Council adopted at a meeting of tribunals on 6 June 2002 as amended from time to time;

"member" means a Tribunal that is a member of the Council;

"Tribunal" means any Commonwealth, State or Territory body whose primary function involves the determination of disputes, including administrative review, party/ party disputes and disciplinary applications but which in carrying out this function is not acting as a court;

*Example: the Administrative Appeals Court of South Australia and the Administrative Appeals Division of the Magistrate's Court in Tasmania are eligible.*

#### **Objects**

2. This Chapter supports the objects of the Council identified in clause 3 of the Constitution, as follows :
  - (a) to establish a national network of Tribunals and a national register of Tribunal members;
  - (b) to establish a national network for members of Tribunals to consult and discuss areas of concern or interest and common experiences;

- (c) to provide training and support for members of Tribunals, particularly of smaller Tribunals which may not have the resources to undertake such activities alone;
- (d) to provide a forum for the exchange of information and opinions on aspects of Tribunals and Tribunal practices and procedures;
- (e) to develop best practice or model procedural rules based on collective experience of what works ;
- (f) to develop standards of behaviour and conduct for members of Tribunals;
- (g) to develop performance standards for Tribunals;
- (h) to develop support systems for Tribunals, including case management and IT systems;
- (i) to provide advice to governments on Tribunal requirements;
- (j) to publish and encourage the publication of papers, articles and commentaries about Tribunals and Tribunal practices and procedures;
- (k) to promote lectures, seminars and conferences about Tribunals and Tribunal practices and procedures;
- (l) to make and disseminate reports, commentaries and submissions on aspects of Tribunals and Tribunal practices and procedures; and
- (m) to co-operate with institutions of academic learning, and with other persons having an interest in Tribunals and Tribunal practices and procedures; in promoting the objects referred to in paragraphs (a) to (l).

### **Membership**

3. Membership of this Chapter shall be open to any person ordinarily resident in [...insert relevant State or Territory...] who is :
  - (a) a member of a Tribunal that is a member of the Council; or
  - (b) a practitioner, academic, student or other person interested in the work of the Council.

## **Management**

- 4(1) The members of the chapter shall elect or appoint a member of a Tribunal operating within [...*insert relevant State or Territory*...] that is, or proposes to become, a member of the Council as the Convenor for that State or Territory.
- (2) In accordance with clause 8 of the Council's Constitution, the Convenor shall be entitled to participate as a member of the Executive of the National Council.

## **Meetings of Chapter**

5. Meetings of Chapter shall be held from time to time as considered necessary or appropriate to further the objects of the Council and provide members with the opportunity to share information, experiences and views about developments and trends in administrative decision making.

Adopted at a meeting of interested persons whose signatures appear below at [...*insert date, time and place of meeting*...]

Signatures :