

Your Ref: 2025/4916

15 September 2025

Fraser Tweedale
29 Cape Street
Holland Park QLD 4121

Dear Mr Tweedale

APPLICANT: Fraser Tweedale
RESPONDENT: Secretary, Department of Social Services

We have received your application for review of the decision made by the Secretary, Department of Social Services.

Application fee due

A fee of \$1148 must usually be paid when you apply for review of this type of decision. You may be eligible to pay a reduced fee of \$100 instead of the full fee. More information about this is set out below.

We will not start the review until the applicable fee is paid.

When can a reduced fee be paid?

1. You are only required to pay a fee of \$100 if:
 - you are receiving legal aid for your application
 - you hold a health care card, a pensioner concession card, a Commonwealth seniors health card or any other card that certifies entitlement to Commonwealth health concessions
 - you are in prison or lawfully detained in a public institution
 - you are under 18 years of age or
 - you are receiving youth allowance, austudy payment or ABSTUDY

If you fall into one of these categories, please call us and let us know. We will tell you what kind of proof you need to send us. For example, if you have a health care card, we will ask you to send us a copy of it.

2. We can also make an order allowing you to pay a reduced fee of \$100 if paying the full fee would cause you financial hardship. If you wish to have the fee reduced, you need to give us information about your financial circumstances. Please complete the enclosed application for a fee reduction form and return it to us. We will write to you to let you know our decision.

What should I do now?

Please pay the application fee within 14 days of the date of this letter.

You can pay the application fee by:

- sending us a cheque or money order that is payable to “Collector of Public Monies, Administrative Review Tribunal”
- phoning us and paying by credit card (Mastercard and Visa accepted)
- paying in person by cash, cheque or credit card at our registry

Please note that, if you do not pay the fee, we can dismiss your application.

PRIVACY AND YOUR PERSONAL INFORMATION

We collect personal information from you and others to process your application, including any interlocutory application, and carry out the review under the *Administrative Review Tribunal Act 2024* or the law under which the decision was made.

In making an application, you consented to the collection of personal information about you from the respondent to the application, any other party, or a relevant person or body, where collecting the information is reasonably necessary to decide the application or carry out the review.

We will usually give a copy of any relevant document given to us by you, or anyone else, to the respondent to the application and any other parties, for the purposes of deciding the application or carrying out the review.

The information we collect may also be used for the purpose of another review or application involving you, if it is reasonably necessary to do so, or to improve our services.

Information available to the public

Limited information about cases before the Tribunal can be accessed using *eCase Search* on our [website](#) and may be made available to the public on request, unless a law or Tribunal order requires the information to be kept confidential. This information includes the names of the parties and any representatives, the type of application, dates of case events, a list of key documents lodged by the parties and the outcome of the application.

Where a review requires a Tribunal hearing, the hearing will usually be open to the public. The Tribunal may, on request, give members of the public access to evidence (exhibits) given to the Tribunal for a hearing.

If the Tribunal makes a written decision with a statement of reasons, it will usually be made public and published on the internet, including on the [AustLII website](#). For more information about the decisions we publish, see our *Publication of Decisions Policy* on our [website](#).

Orders and laws restricting publication or disclosure

The Tribunal may make orders restricting disclosure or publication of information about you or others or evidence in a review, if it considers an order is appropriate in the circumstances. You can apply for an order by writing to us stating what information you want kept confidential and why.

In some cases, a law or the Tribunal's Practice Directions require that certain information be kept confidential or that hearings be held in private. This includes information about certain Intelligence and Security proceedings,

the identity of parties in certain Taxation proceedings and the identity of children in National Disability Insurance Scheme cases.

For more information, including how you can access information we hold about you and how to make privacy complaints, see our Privacy Policy on our [website](#) or call us on 1800 228 333.

Do you want to know more?

More information about us and how we conduct reviews is available on our website (www.art.gov.au).

If you need more information or assistance, phone us on **1800 228 333**.

Yours sincerely

Charlotte P
For the Registrar

Telephone: 1800 228 333
Email: brisbane.registry@art.gov.au

Request for Fee Reduction (Financial Hardship)

Administrative
Review Tribunal



Use this form to request a fee reduction for your application to the Administrative Review Tribunal if paying the full fee would cause you financial hardship.

(Paragraph 29(1)(f) of the *Administrative Review Tribunal Rules 2024*; Subregulation 4.13(4) of the *Migration Regulations 1994*)

Important Information

Before filling out this form, please read the information about fees on our website.

If you are otherwise eligible to pay a concessional fee, or if a fee is not payable for your application, you do not need to fill out this form.

To make a decision on your request for a fee reduction, the Tribunal needs information about your financial circumstances. Please answer 'N/A' (Not Applicable) if a question is not relevant to your circumstances.

Please attach any supporting documents to your completed form. The Tribunal may ask you to provide additional information or documentary evidence to support your request.

**Administrative Review Tribunal
case number (if known)**

Full name

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:

Family name:

Given name(s):

**Residential
address**

Suburb:

State:

Postcode:

Postal address

Suburb:

State:

Postcode:

Telephone

Landline:

Mobile:

Email

Occupation

**Name of
employer**

If applicable

Work address

If applicable

State:

Postcode:

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Fortnightly income

1. Please provide details of your fortnightly household income.

Your household includes you, your partner, your children and any other dependants.

Type of income	Amount per fortnight
Salary or wages (after tax)	
Government pension, benefit or allowance	
Workers' compensation	
Superannuation received	
Child support or spousal / child maintenance received	
Other income (eg rent or board, share dividends, bank interest, financial support from family or others)	
TOTAL	

Fortnightly expenses

2. Please provide details of your fortnightly household expenses.

Nature of expense	Amount per fortnight	Nature of expense	Amount per fortnight
Rent		Spousal / child maintenance	
Mortgage repayments		Health care	
Other loan repayments		School fees, child care	
Council rates		Insurance premiums	
Utilities (Gas / Electricity / Water / Phone / Internet)		Transport and motor vehicle costs	
Food		Other	
Subtotal		Subtotal	
TOTAL expenses per fortnight:			

Property and assets

Property and assets include land, houses, money in bank accounts and other investments, cars, boats, shares, moneys owed to you, interests in a deceased estate, or interests in a trust.

3. Please list all amounts in bank accounts or accounts with other financial institutions held by you or any other person in your household.

Account Name and Number	Name of Bank	Amount in account

TOTAL		

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4. Please provide details of any other property or assets held by you or any other person in your household.

	Value
Cash (not in a bank account)	
Other investments (eg shares, bonds)	
Money owed to you	
House / land (market value)	
Motor vehicle (market value)	
Home contents (furniture, electrical goods)	
Other assets	
Interest in a trust, business or partnership	
TOTAL	

Debts and liabilities

5. Please provide details of any debts and liabilities owed by you or any other person in your household.

	Amount
Amount owing on mortgage	
Amount owing on other loans	
Amount owing on credit cards	
Amount owing to any businesses or individuals (please include details of each liability)	
Other (please specify)	
TOTAL	
Credit card(s) limit	

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Other information

6. Is your application for review in relation to a Student visa or a Visitor visa?

☐ Yes

☐ No

If yes, how will your costs to travel and stay in Australia be met if a visa is granted?

7. Please provide any other information about your financial position that you believe will help the Tribunal decide your request for a fee reduction.

Declaration

I declare that the information I have provided in support of my request for a fee reduction is true to the best of my knowledge.

If more than one person is included in the application for review, I am authorised to sign on behalf of all applicants.

It is an offence to knowingly make a false representation or statement to obtain a benefit or advantage from the Commonwealth. Any person found guilty of these offences can be fined or imprisoned.

Name

Signature

Date

INFORMATION ABOUT THIS FORM

What we do with information given to us

Information about this form

We collect information from you to process and consider your request in accordance with the *Administrative Review Tribunal Rules 2024* or the *Migration Regulations 1994*.

The information that you give in this form will usually only be seen by Tribunal staff who are involved in processing your request.

We can order that information be kept confidential if we believe there is good reason to do so. You can apply for an order by writing to us stating what information you want kept confidential and why.

Our Privacy Policy includes information about how you can access and seek correction of your personal information, make a complaint about the way we have handled your personal information, and how we will deal with such a complaint. Our Privacy Policy is available on our website.

More information about the Administrative Review Tribunal

For more information about the Tribunal and how we conduct reviews go to our [website](#) or call us. Our staff can give you information about procedures but cannot give you legal advice.

How do I submit this form?

You can submit this form online, in person at your local registry, or by email or post.

Email: reviews@art.gov.au

Post: Administrative Review Tribunal, GPO Box 9955, Your capital city (*Northern Territory residents should write to Adelaide*) or

Administrative Review Tribunal, c/- Supreme Court of Norfolk Island Registry,
Kingston, Norfolk Island 2899

In person:

ADELAIDE

Level 2
1 King William St
Adelaide SA 5000

BRISBANE

Level 6
295 Ann St
Brisbane QLD 4000

CANBERRA

Level 8
14 Moore St
Canberra City ACT 2600

HOBART

Edward Braddon Building
Commonwealth Law Courts
39–41 Davey St
Hobart TAS 7000

MELBOURNE

Level 4
15 William St
Melbourne VIC 3000

NORFOLK ISLAND

Supreme Court of Norfolk Island
Kingston
Norfolk Island 2899

PERTH

Level 13
111 St Georges Terrace
Perth WA 6000

SYDNEY

Level 6
83 Clarence St
Sydney NSW 2000

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged).

If you do not speak English, call the Translating and Interpreting Service on 131 450 and ask them to call the Administrative Review Tribunal.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit www.accesshub.gov.au

Website: www.art.gov.au