

Providing Documents

For applications regarding guardianship, administration, mental health, advance care directives and consent to medical treatment

Providing documents with your application

Providing all relevant documents helps your application to be processed as smoothly as possible.

During the online application process, you will be given the option to upload supporting documents to be attached to your application. Another option is to manually send these documents through the contact details provided at the end of this document.

Matters will not be listed until all mandatory documentation is received, either online or manually.

If you don't have all relevant documents ready when making your application, you can save the application and return later to upload the documents.

This fact sheet tells you what documents need to be provided with different types of applications.

Medical reports

All applications for guardianship and administration orders must be accompanied by a SACAT **Medical and Psychological Report Form**. This can be found on our website: <https://www.sacat.sa.gov.au/about-sacat/publications-and-resources/forms>.

A medical practitioner or psychologist must complete this form. This is to ensure that the Tribunal member hearing your application can be satisfied that a person has a mental incapacity before an order is made. A matter cannot be heard, or a date set for a hearing, until this report has been provided.

All orders

You will need to provide a copy of any document listed below in relation to the person the subject of the proceedings if in existence and known or reasonably available)-

- ✓ An advance care directive
- ✓ A power of attorney
- ✓ An administration order
- ✓ A guardianship order

- ✓ A protection order made under the *Aged and Infirm Person's Property Act 1940*
- ✓ A community treatment order or inpatient treatment order under the *Mental Health Act 2009*

Administration order

You will need to provide-

- ✓ A medical report (**mandatory**)
 - An ACAT/Social Work/OT report (if available)
 - Hospital notes including geriatrician's entries, neurological or neuropsychological reports or entries, social work reports or entries, OT reports and speech pathology reports
- ✓ Relevant bank statements (if applicable)
- ✓ An enduring power of attorney (if applicable)
- ✓ A copy of the person's will (if applicable)

Guardianship order

You will need to provide –

- ✓ A medical report (**mandatory**)
 - An ACAT/Social Work/OT report (if available)
 - Hospital notes including geriatrician's entries, neurological or neuropsychological reports or entries, social work reports or entries, OT reports and speech pathology reports
- ✓ An enduring power of guardianship (if applicable)
- ✓ A medical power of attorney (if applicable)
- ✓ An anticipatory direction (if applicable)
- ✓ An advance care directive (if applicable)

Special powers (guardianship)

You will need to provide-

- ✓ A medical report (**mandatory**)

- An ACAT/Social Work/OT report (if available)
- Hospital notes including geriatrician's entries, neurological or neuropsychological reports or entries, social work reports or entries, OT reports and speech pathology reports
- ✓ An enduring power of guardianship (**mandatory** if in existence)
- ✓ A medical power of attorney (**mandatory** if in existence)
- ✓ An anticipatory direction (**mandatory** if in existence)
- ✓ An advance care directive (**mandatory** if in existence)

Advance care directives

You will need to provide-

- ✓ An enduring power of guardianship (**mandatory** if in existence)
- ✓ A medical power of attorney (**mandatory** if in existence)
- ✓ An anticipatory direction (**mandatory** if in existence)
- ✓ An advance care directive (**mandatory** if in existence)

Consent to medical treatment

You will need to provide-

- ✓ A medical report (**mandatory**)
- ✓ An enduring power of guardianship (if applicable)
- ✓ A medical power of attorney (if applicable)
- ✓ An anticipatory direction (if applicable)
- ✓ An advance care directive (if applicable)

Community treatment order

You will need to provide-

- ✓ A medical report (**mandatory**)
- ✓ A treatment and care plan (**mandatory**)
- ✓ A copy of the last relevant hospital discharge summary and any early discharge summary that is relevant to the application (if the person has received

inpatient treatment for the person's mental illness)

- ✓ A copy of any review of treatment or other relevant evidentiary material relating to that treatment (if the person has received treatment in the community)

Inpatient treatment order

You will need to provide-

- ✓ A medical report (**mandatory**)
- ✓ A treatment and care plan (**mandatory**)
- ✓ A copy of the last relevant hospital discharge summary and any early discharge summary that is relevant to the application (if the person has received inpatient treatment for the person's mental illness)
- ✓ A copy of any review of treatment or other relevant evidentiary material relating to that treatment (if the person has received treatment in the community)

How to submit documents

You can submit documents to SACAT in the following ways:

- Uploading it when prompted in the online application form
- Uploading it via 'My cases' in SACAT Online Services – after making the application

Alternatively, you can provide it to us in the following ways (including your SACAT reference number)-

- Email it to sacat@sacat.sa.gov.au
- Mailing it to SACAT, GPO Box 2361, Adelaide SA 5001
- Providing it in person at SACAT's offices at Level 4, 100 Pirie Street, Adelaide SA 5000

Contact the Tribunal

For further information and assistance about providing documents to SACAT, please telephone SACAT on 1800 723 767 (select option 4 and then option 2).

This Information sheet does not constitute legal advice and does not relate to the circumstances of any individual matter. If you wish to have legal advice you should seek that independently.