



Providing Documents

Documentation for SACAT applications

FOR GUARDIANSHIP, ADMINISTRATION, MENTAL HEALTH, ADVANCE CARE DIRECTIVES AND CONSENT TO MEDICAL TREATMENT APPLICATIONS

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

During the online submission process, you have the option to upload supporting documentation to be attached to your application. Another option is to manually send us the documentation.

Please note that cases will not be listed until all mandatory documentation is received, either online or manually. If you don't have all relevant documents at the time of making your online submission, you can save the application and return later to upload the documentation.

All applications for guardianship and administration orders should be accompanied by a SACAT **Medical and Psychological Report Form** which can be found on our website;

<http://www.sacat.sa.gov.au/forms-guides-and-resources/forms>

A medical practitioner or psychologist must complete this form. This is to ensure the tribunal member can be satisfied that a person has a mental incapacity before an order is made. A case cannot be heard, or a date set, until this report has been received.

The following file types are accepted, though please note that availability of these file types may be restricted by your device – pdf, doc, docx, xls, xlsx, rtf, txt, tif, jpg, gif, bmp. The maximum file size is 10MB per document.

This information sheet explains what documents need to be provided within the various types of applications heard by the Community Stream of SACAT.

Administration Order

You will need to provide –

- Medical Report (mandatory)
- Relevant Bank Statements (if applicable)
- Enduring Power of Attorney (if applicable)
- Will (if applicable)

Guardianship Order

You will need to provide –

- Medical Report (mandatory)
- Enduring Power of Guardianship (if applicable)
- Medical Power of Attorney (if applicable)
- Anticipatory Direction (if applicable)
- Advance Care Directives (if applicable)
- ACAT Assessment (if applicable)

Special Powers (Guardianship)

You will need to provide –

- Medical Report (mandatory)
- Enduring Power of Guardianship (mandatory if in existence)
- Medical Power of Attorney (mandatory if in existence)
- Anticipatory Direction (mandatory if in existence)
- Advance Care Directives (mandatory if in existence)
- ACAT Assessment (if applicable)

Advance Care Directives Act

You will need to provide –

- Enduring Power of Guardianship (mandatory if in existence)
- Medical Power of Attorney (mandatory if in existence)
- Anticipatory Direction (mandatory if in existence)
- Advance Care Directives (mandatory if in existence)

Consent to Medical Treatment

You will need to provide –

- Medical Report (mandatory)
- Enduring Power of Guardianship (if applicable)
- Medical Power of Attorney (if applicable)
- Anticipatory Direction (if applicable)
- Advance Care Directives (if applicable)

Community Treatment Order

You will need to provide –

- Medical Report (mandatory)
- Treatment and Care Plan (mandatory)

Inpatient Treatment Order

You will need to provide –

- Medical Report (mandatory)
- Treatment and Care Plan (mandatory)

How to submit documents

You can submit documents in the following ways –

- Upload when prompted at the end of the online form application
- Upload via the 'My cases' part of SACAT Online Services – if you are the applicant (and have previously set up an Online Services account)

Alternatively you can provide it to us (ensure you include the SACAT case number) –

- Email to sacat@sacat.sa.gov.au
- Mail to SACAT, GPO Box 2361, Adelaide SA 5001
- Fax to (08) 8124 1496

Other questions?

Contact us –

Phone: 1800 723 767

Email: sacat@sacat.sa.gov.au

Postal address: GPO Box 2361, Adelaide SA 5001

Disclaimer

This information sheet is provided as a guide only. For further clarification please refer to the Guardianship and Administration Act 1993 (available through the SACAT website). SACAT disclaims all liability for all claims, losses, damages, costs or expenses as a result of any use or reliance upon this fact sheet.