



Government  
of South Australia

Office of the Public Advocate

# Applying to the South Australian Civil and Administrative Tribunal (SACAT)

Easy Read guide



## How to use this guide



The Office of the Public Advocate (OPA) wrote this guide.

When you see the word 'we', it means OPA.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

Not bold  
**Bold**

We wrote some important words in **bold**.

This means the letters are thicker and darker.



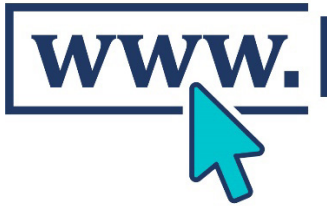
We explain what these words mean.

There is a list of these words on page 16.



This Easy Read guide is a summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on our website.

[www.opa.sa.gov.au/information-service/fact-sheets](http://www.opa.sa.gov.au/information-service/fact-sheets)



You can ask for help to read this guide.

A friend, family member or support person  
may be able to help you.

## What's in this guide?

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# What is the South Australian Civil and Administrative Tribunal (SACAT)?



The South Australian Civil and Administrative Tribunal (SACAT) helps people fix problems and disagreements.



SACAT find ways to fix problems that:

- are fair
- follow the law.



SACAT can help you if you need a **guardian**.

A guardian is someone who makes decisions for you about:

- your health
- where you live
- who you live with
- personal matters.



SACAT can help you if you need an **administrator**.

An administrator is someone who makes decisions for another person about:

- their money
- things they own that have a lot of value
- legal matters.



## Who can apply to SACAT?



If you can make decisions on your own, we say you have **decision-making capacity**.



Some people can't make decisions on their own.



You might not be able to make decisions because your brain or mind is affected by:

- a disability
- an illness
- an injury.

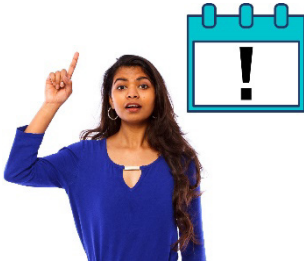


When you can't make decisions on your own, we say your decision-making capacity is **impaired**.

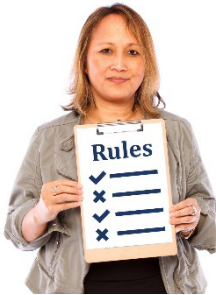
You can apply to SACAT if you:



- can prove someone has impaired decision-making capacity



- need to make decisions now.



But there are also other rules about who can apply.

You can apply to SACAT if:



- you don't agree with the decisions your family or friends help you make



- you don't agree with your **substitute decision-maker's** decisions



- the way someone helps you make decisions does not work well.



A substitute decision-maker is someone you choose to make decisions for you.



## How do you apply to SACAT?



First, you must go to the SACAT website.



[www.sacat.sa.gov.au](http://www.sacat.sa.gov.au)

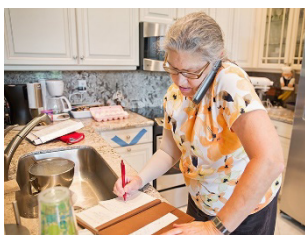


You can call SACAT for support if you:

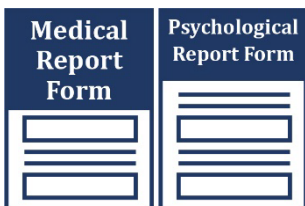
- don't have a computer you can use
- have problems when you use the SACAT website.



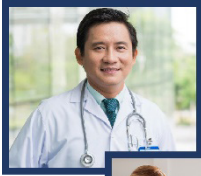
**1800 723 767**



SACAT might help you apply over the phone.



Next you must download a Medical or Psychological Report Form.



This form must be filled out by the person's:

- doctor
- **psychologist.**



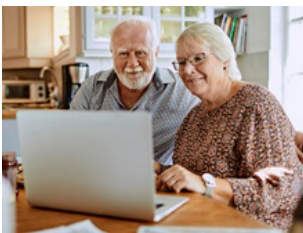
A psychologist is someone you can talk to about:

- your mental health
- how you think and feel
- ways to help you feel better.



The form will tell SACAT about the person's decision-making capacity.

Once you have the completed Medical or Psychological Report Form, you must:



- go to SACAT's website



- fill out the application form online.

## What can you apply for?



You can apply for a **guardianship order**.



A guardianship order:

- is a legal document
- tells someone they must have a guardian.



You can apply for an **administration order**.



An administration order:

- is a legal document
- tells someone they must have an administrator.

You can apply to cancel:



- an ACD



- a substitute decision-maker.



You can apply to cancel a **Special Powers Order**.



SACAT makes a Special Powers Order when a substitute decision-maker or guardian needs more power to make decisions they don't usually make.

## What happens next?



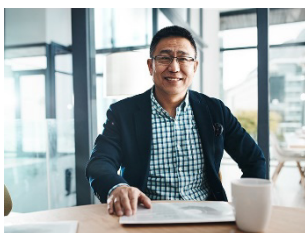
SACAT will send you an email when they get your application.



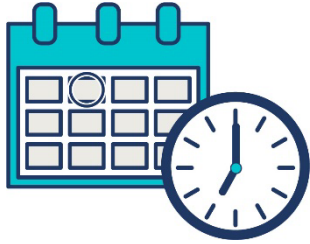
Your email will include a **tracking number**.



Your tracking number is a number to use whenever you talk to SACAT about your application.



SACAT will read your application form.



SACAT will send you an email or a letter with the date and time of your **hearing**.



A hearing is a **formal** meeting.



When something is formal, there are strict rules about how it should be done.

How long will this take?



This process usually takes 4 to 6 weeks.



You can contact SACAT straight away if you think your matter is urgent.

You can tell SACAT if there is a serious risk to the person's:



- health
- safety.



SACAT will decide if your matter is urgent.

## Word list

This list explains what the **bold** words in this document mean.



### **Administration order:**

An administration order:

- is a legal document
- tells someone they must have an administrator.

### **Administrator**

An administrator is someone who makes decisions for another person about:

- their money
- things they own that have a lot of value
- legal matters.



### **Decision-making capacity**

If you can make decisions on your own, we say you have decision-making capacity.



### **Formal**

When something is formal, there are strict rules about how it should be done.



## Guardian



A guardian is someone who makes decisions for you about:

- your health
- where you live
- who you live with
- personal matters.

## Guardianship order



A guardianship order:

- is a legal document
- tells someone they must have a guardian.



## Hearing

A hearing is a formal meeting.



## Impaired

When you can't make decisions on your own, we say your decision-making capacity is impaired.

## Psychologist



A psychologist is someone you can talk to about:

- your mental health
- how you think and feel
- ways to help you feel better.



### **Special Powers Order**

SACAT makes a Special Powers Order when a substitute decision-maker or guardian needs more power to make decisions they don't usually make.



### **Substitute decision-maker**

A substitute decision-maker is someone you choose to make decisions for you.



### **Tracking number**

Your tracking number is a number to use whenever you talk to SACAT about your application.

## Contact us



**1800 066 969**



**opa@agd.sa.gov.au**



**www.opa.sa.gov.au**



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