

Simple explanation of key/generic terms to assist Tribunal users

Key Term	Definition
Act	A law made by a state, territory, or federal parliament.
Adjourn	To break off a hearing or mediation or conference, usually to resume at a later date.
Administrator	A person appointed by the Tribunal to make financial and legal decisions on behalf of another person.
Affirmation	A non-religious alternative to an oath. An affirmation has the same binding effect as an oath. It is a promise to tell the truth.
Agreed facts	A set of specific information agreed by the parties, regarding the application brought before the Tribunal.
Appeal	Asking a higher court, such as a Supreme court, to reconsider the decision of a lower court or tribunal.
Applicant	The person who makes a request for a tribunal order.
Application	A request for a tribunal order.
Associate	The person who assists the judge to manage tribunal business and acts as a personal assistant for the judge.
Case management officer	The person who assists a Tribunal member with the management of applications.
Consent Order	An order made by the Tribunal at the request of all parties.
Compulsory Conference	A dispute resolution method used by the tribunal to identify and narrow issues in dispute and to make orders and directions. A compulsory conference is similar to a mediation.
Costs order	An order that one party pay for another party's costs (or part of their costs) incurred in a proceeding.
Cross-examine	Questions posed to a witness by the side who did not call the witness.
Directions	An instruction by the tribunal to an applicant or respondent or another person involved in a proceeding.

Directions hearing	A short hearing in which a Tribunal member directs the parties as to how a dispute will be managed. The hearing deals only with procedural matters, such as setting a timetable for the filing of documents and telling the parties when to appear next.
Dismiss	A ruling to throw out a claim / proceeding / application / complaint.
Enabling Act	An Act that gives powers to a body or person. There are many enabling Acts that give the Tribunal its powers to hear and determine disputes.
Evidence	Information given to the Tribunal during a case that is used to decide the case. Evidence includes what witnesses say in the Tribunal when they are questioned, or it may be documents or items.
Evidence-in-chief	The questioning in a Tribunal hearing of a witness by the party calling that witness. Evidence-in-chief occurs first before questioning by the other party, which is called cross-examination (see above).
Executive Officer	The administrative head of the Tribunal.
Exhibit	An object or document that is tendered as evidence. It is always given an identification number after being tendered and will be referred to by this number from then on.
Expert Evidence	Evidence provided by qualified experts in their field. For example, scientific, or medical evidence.
Final Hearing	A final hearing provides all parties with the opportunity to present their case. Parties can give evidence, call witnesses to give evidence, ask questions of witnesses, tender documents and make submissions.
Guardian	A person appointed to make certain personal and health care decisions on behalf of an adult with impaired decision-making capacity.
Judicial Member	The President or Deputy President of the Tribunal.
Jurisdiction	<ol style="list-style-type: none"> 1. The authority of a particular court or Tribunal) to hear certain cases. 2. The geographic area over which the authority extends (For example, Western Australia).
Leave	Asking the Tribunal's permission.
Mediation	A formal negotiation between the parties in a matter, with a Tribunal appointed mediator, to try to resolve the dispute.

Member	A person who has been appointed by the Governor as a member of the Tribunal under the <i>State Administrative Tribunal Act (WA) 2004</i> . Members may be experienced in law or may be experienced in, or have special knowledge of, relevant professions, occupations and fields in which SAT makes decisions. A Member may be full time or sessional.
Oath	Where a person swears or promises, by a god recognised by that person's religion, that what they are going to say in court is the truth. If the person does not have a religion, they may make an affirmation instead.
Order	The formal direction of a judge or member of the Tribunal. Orders must be complied with and are enforceable. Types of orders include monetary, non-monetary and procedural.
Parties (Party)	The people or companies who are named in the dispute.
President	Means the President of the Tribunal.
Pro-bono	Voluntary and free legal services undertaken as a public service.
Produce Documents	When a judge or member uses a summons or an order to tell a person to bring documents to the Tribunal, that person must 'produce documents'.
Programming Orders	Instructions by the tribunal to an applicant or a respondent or another person involved in a proceeding.
Proposed/Represented Person	The person who is the subject of a guardianship or administration application or order.
Regulation	Subsidiary legislation. See the <i>State Administrative Tribunal Regulations (WA) 2004</i> .
Reserved Decision	After hearing a case, the Tribunal may need time to consider the information provided and the law and may deliver a decision later.
Respondent	The party responding to a claim filed in the Tribunal against them by the applicant.
Revoke	To cancel or stop a notice or an order.
Re-examination	A second chance for a party to ask questions of their own witness to clarify or explain evidence given during cross-examination.
Rules	Rules made by the Tribunal which set out the procedures for conducting a proceeding. See the current rules <i>State Administrative Tribunal Rules 2004</i> .

Self-Represented	A party to a proceeding who does not have legal representation (a lawyer) and who is conducting the proceeding on his or her own behalf.
Service	The process of delivering a Tribunal document to a person.