

Standard & Regularly Used Orders

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Document guide

General - Identify issues and documents

Review proceedings

Standard Order description

Applicant to file documents **AFileDocs**

By [date] the applicant is to file with the Tribunal and provide to the other party all documents on which they wish to rely at the final hearing not already filed with the Tribunal.

Standard Order

Respondent to file list of witnesses and summary of evidence **RFileDocs**
No witness statements required – only a short summary of the evidence

By [date, usually 14 days prior to hearing] the respondent is to file with the Tribunal and provide to the other party a list of the witnesses the party proposes to call, together with a short summary of the evidence to be given by each witness which includes the witness' name and relevant qualifications or experience.

Standard Order code

The codes are used in ICMS and on pro formas.

Respondent to file response to application **RFileResp**

By [date, usually in seven days] the respondent must file with the Tribunal and give to the applicant a written response to the application together with copies of all documents on which the respondent proposes to rely.

Parameter

Information required for the standard order

Agreed statement of issues and facts **AFileSIF**

By [specified date usually in 14 days] the parties must file with the Tribunal an agreed statement of issues and facts, identifying any material facts not agreed.

Standard Order Template code

A template code has [square brackets]. This allows multiple orders to be added at once when creating an order in ICMS.

Applicant to file SIFC and documents in response **[A SIFC Response]**

By [date, usually 14 days after respondent's statement] the applicant must file with the Tribunal and give to the respondent its own statement of issues, facts and contentions setting out:

(a) whether the applicant accepts or rejects each issue, fact and contention identified by the respondent, with reference to the paragraph number of the respondent's statement; and

(b) ~~any~~ other issues, facts and contentions relevant to the decision under review.

Standard Order code for the orders within a template

By [date], the applicant must file with the Tribunal and give to the respondent any documents on which it wishes to rely that have not already been filed by the respondent.

Comment

Guidance on order usage, such as orders that can only be made by a legally qualified member.

Dismiss for want of prosecution **DWP**
Order can only be made by a legally qualified member

The proceeding is [dismissed/struck out] for want of prosecution pursuant to s 46(3) of the State Administrative Tribunal Act 2004.

General – Status of proceeding

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| Extend time to commence (SO1) | GS001 | Pursuant to r 10 of the State Administrative Tribunal Rules 2004 (WA) the time for commencement of this proceeding is extended until [date application filed]. |
| Amend application type (SO2) | GS002 | This proceeding is taken to have been commenced under s [number] of [correct enabling Act] rather than s [number] of [incorrect enabling Act] as stated on the application. |
| Leave to amend application (REG) | GS003 | The applicant is given leave to amend the application and the application is amended by substituting the orders sought and grounds set out in the application dated [date] with the orders sought and grounds set out in the document titled [document description] dated [date]. |
| Amended orders sought (REG) | GS004 | By [date] the applicant must file with the Tribunal and give to the respondent a written statement of the proposed amended orders sought and the grounds for the amended orders sought. |
| Stay original decision (SO4) | GS005 | Pursuant to s 25(2) of the State Administrative Tribunal Act 2004 (WA) the [decision/direction/notice] the subject of the application for review is stayed until further order. |
| Withdrawal of proceeding (SO151) | GS007 | Pursuant to s 46(1) of the State Administrative Tribunal Act 2004 (WA) the applicant has leave to withdraw the proceeding and the proceeding is withdrawn. |
| Withdrawal of proceeding and proceeding struck out or dismissed (SO55) | GS008 | Pursuant to s 46(1) of the State Administrative Tribunal Act 2004 (WA) the applicant has leave to withdraw this proceeding and the proceeding is [dismissed/struck out] pursuant to s 46(2) of the State Administrative Tribunal Act 2004 (WA). |
| Dismiss for want of prosecution (SO56) <i>Order can only be made by a legally qualified member</i> | GS009 | Pursuant to s 46(3) of the State Administrative Tribunal Act 2004 (WA) the proceeding is [dismissed/struck out] for want of prosecution. |
| Dismiss frivolous, vexatious or otherwise misconceived application (REG) <i>Order can only be made by a legally qualified member</i> | GS010 | Pursuant to s 47(2) of the State Administrative Tribunal Act 2004 (WA) the proceeding is [dismissed/struck out], as it is [frivolous/vexatious/misconceived or lacking in substance/being used for an improper purpose/an abuse of process]. |

Consolidated proceedings

| | | |
|--|--------------|---|
| Hear matters together (SO53) <i>[This order can only be made by a legally qualified member: s 51(2) of the State Administrative Tribunal Act 2004 (WA)]</i> | GS052 | Pursuant to s 51(1) of the State Administrative Tribunal Act 2004 (WA) proceedings [matter number] and [matter number] are [consolidated into one proceeding/to remain as separate proceedings but be heard and determined together and evidence in one proceeding is to be evidence in [the/each] other proceeding]. |
|--|--------------|---|

General – Parties and representation

| | | |
|--|--------------|---|
| Substitute party (REG) | GS100 | [Name] is substituted as the [applicant/respondent]. |
| Amend party (REG) | GS101 | The [applicant's/respondent's] name in this application is amended to [name]. |
| Representation by agent (SO3) | GS102 | Pursuant to s 39(1)(e) of the State Administrative Tribunal Act 2004 (WA) [[name] may represent the [applicant/respondent] at the hearing on [date] [on condition that [name] does not charge for the representation/the application is dismissed]. |
| Join party to proceeding (SO6) | GS103 | Pursuant to s 38(1) of the State Administrative Tribunal Act 2004 (WA) [name] of [address] is joined as [second applicant/second respondent] to this proceeding. |
| Leave to intervene (SO7) | GS104 | Pursuant to s 37(3) of the State Administrative Tribunal Act 2004 (WA) [name] of [address] has leave to intervene in this proceeding [in relation to/subject to the following conditions(s):]. |

General – Programming orders

List for hearing or mediation

Also see the Witness statement section.

| | | |
|--|--------------|--|
| Directions hearing (REG) (R04) | GP001 | The matter is listed for a directions hearing at [time] on [date] at 565 Hay Street, Perth, Western Australia. |
| Adjourned directions hearing with reason provided (SO57 and SO154) | GP002 | The proceeding is adjourned to a further directions hearing at [time] on [date] at 565 Hay Street, Perth, Western Australia in order to [identify reason]. |
| Final Hearing (SO54 and SO121) | GP003 | The matter is listed for a [hearing/final hearing] to commence at [time] on [date] for a duration of [X hours/X days/1 day] at 565 Hay Street, Perth, Western Australia [with parties to attend by video conference or by telephone]. |
| Hearing before Full Tribunal GAA only – see ss 17A, 56A (SO181) | GP005 | The matter is listed for hearing before a Full Tribunal at [time] on [date] for [X hours/X days/1 day] at 565 Hay Street, Perth, Western Australia. |
| Mediation/Compulsory Conference (SO19 and SO155) | GP006 | The matter is referred to [mediation/compulsory conference] to commence at [time] on [date] for a duration of [X hours/X days/1 day] at 565 Hay Street, Perth, Western Australia with the parties to attend by video conference or by telephone. |

Vacate orders

| | | |
|--|--------------|--|
| Vacate and refer directions hearing (SO20) | GP050 | The directions hearing is vacated and the matter is referred directly to [mediation/compulsory conference] to commence at [time] on [date] for a duration of [X hours/X days/1 day] at [location]. |
| Vacate and relist hearing (SO153) | GP051 | The [final] hearing listed on [date] is vacated and the matter is listed for [final] hearing at [time] on [date] at 565 Hay Street, Perth, Western Australia. |

| | | |
|---|--------------|--|
| Vacate mediation (REG) | GP052 | The mediation listed for [time] on [date] is vacated. |
| Vacate directions hearing (REG) | GP053 | The directions hearing listed for [time] on [date] is vacated. <i>Parties shall advise the Tribunal by no later than [date] of their unavailable/available dates.</i> |

Mediation programming

| | | |
|--|--------------|---|
| Mediation attendance by non-parties (SO156) | GP100 | [Name/s] [is/are required/invited] to attend the mediation. |
| Mediation invite to relevant officers (SO26) | GP101 | Relevant officers of [name of authority] are invited to attend the mediation and the respondent is to convey this invitation to that body by [date]. |
| Mediation officer with delegated authority (REG) | GP102 | An officer of the respondent with [delegated authority/authority to make a recommendation to the respondent] is to [attend the mediation/be available by telephone during the mediation]. |
| Statements for mediation (SO21) | GP104 | By [date] the [applicant/respondent/parties] must file with the Tribunal and give to the [applicant/respondent] a [statement of issues/points/position paper] marked confidential for the purposes of mediation only. |
| Applicant to file alternative conditions (SO22) | GP105 | By [date] the applicant must file with the Tribunal and give to the respondent a statement of any alternative conditions it would accept in place of any disputed conditions for the purposes of mediation. |
| Mediation invite to Mayor/President (SO23) | GP106 | The [Mayor/President] of the respondent is invited to attend and/or nominate one or more councillors and/or the chief executive officer of the respondent to attend the [mediation/compulsory conference]. |
| Mediation invite to DAP (SO24) | GP107 | The presiding member of the Development Assessment Panel is to nominate one or more members of the Development Assessment Panel to attend the [mediation/compulsory conference]. |
| Mediation invite to chair of vocational regulatory body (SO25) | GP108 | The chair of the vocational regulatory body is invited to attend and/or nominate one or more members of the vocational regulatory body to attend the [mediation/compulsory conference]. |
| Parties to exchange documents (SO27) | GP109 | At least [number] days before the [mediation/compulsory conference] the parties must exchange and provide to the Tribunal as marked for mediation purposes only any documents to be relied on which have not already been provided. |
| Adjourned to further mediation (SO28) | GP110 | The matter is adjourned to a further [mediation/compulsory conference] to commence at [time] on [date] for a duration of [X hours/X days/1 day] at [location]. |
| Invite to attend mediation by telephone or video (SO29) | GP111 | [Party name/name of particular person(s)] may attend the [mediation/compulsory conference] by video/telephone using a telephone number or video address provided to the Tribunal in writing at least 48 hours prior to the [mediation/compulsory conference]. |

Other programming orders

| | | |
|--|--------------|--|
| Extending time to comply with an order (REG) | GP150 | The time to comply with order [number] of [date of order] is extended to [date]. |
|--|--------------|--|

Determination on documents

Determine on documents

(SO39)

GP151

Subject to any further order the matter is to be determined entirely on the documents pursuant to s 60(2) of the State Administrative Tribunal Act 2004 (WA).

Parties to file agreed statement and documents

(SO36)

GP152

By [date] the parties must file with the Tribunal an agreed statement of facts and an agreed bundle of documents for the determination of the matter.

Parties to file submissions and cases

(SO37)

GP153

By [date] each party must file with the Tribunal written submissions and any decided cases on which it relies and exchange written submissions and a list of decided cases on which it relies.

Parties to file reply submissions

(SO38)

GP154

By [date] each party may file with the Tribunal and if so must exchange written submissions in reply to the other party's submissions.

Attendance orders

Attend by telephone

(SO58 and SO122)

GP200

[Any party/name of particular person(s)] may attend the [hearing/directions hearing] by telephone using a telephone number provided to the Tribunal in writing at least two business days prior to the [hearing/directions hearing].

Attend by videolink

(SO123)

GP201

[Any party/name of particular person(s)] may attend the hearing by video link.

Notice of possible strikeout following non-attendance

(REG)

GP202

The Tribunal notes that the applicant did not attend the hearing on [date], and that further non-attendance may result in the proceeding being dismissed for want of prosecution under s 46(3) of the State Administrative Tribunal Act 2004 (WA).

Determining preliminary issues

Determine as preliminary issue

(SO30)

GP250

The following issue is to be determined by the Tribunal as a preliminary issue:

[state preliminary issue].

Parties to file agreed statement and documents

(SO31)

GP251

By [date] the parties must file with the Tribunal an agreed statement of facts and an agreed bundle of documents in relation to the preliminary issue.

Parties to file submissions and cases

(SO32)

GP252

By [date] each party must file with the Tribunal written submissions and any decided cases on which it relies and exchange written submissions and a list of cases on which it relies.

Parties to exchange written submissions

(SO33)

GP253

By [date] each party may file with the Tribunal and if so must exchange written submissions in reply to the other party's submissions.

Preliminary issue determined on documents

(SO34)

GP255

Subject to any further order the preliminary issue is to be determined entirely on the documents pursuant to s 60(2) of the State Administrative Tribunal Act 2004 (WA).

Preliminary issue listed for hearing

(SO35)

GP254

The preliminary issue is listed for hearing to commence at [time] on [date] for a duration of [X hours/X days/1 day] at 565 Hay Street, Perth, Western Australia.

General – Identify issues and documents

Review proceedings

Respondent to file SIFC and s 24 bundle of documents

[GP300]

[In appropriate cases, the Tribunal may vary this order to allow the internet address of a document to be provided in place of the document]

GP300
(SO9)

GP300a
(SO9A)

GP300b
(SO9B)

GP300b1
(SO9B1)

GP300b2
(SO9B2)

By [specified date usually in 14 days] the respondent must file with the Tribunal and give to the applicant the following documents:

- (a) a statement of issues, facts and contentions it says arise in relation to the decision under review; and
- (b) an indexed and paginated bundle in chronological or other logical order of the documents it is required to file under s 24 of the State Administrative Tribunal Act 2004 (WA), namely:
 - (i) a statement of the reasons for the decision; and
 - (ii) documents and other material in its possession or under its control which are relevant to the Tribunal's review of the decision.

Applicant to file SIFC and documents

[GP301]

GP301-1
(SO11)

GP301a
(SO11A)

GP301b
(SO11B)

GP301-2
(SO12)

By [specified date usually 14 days after respondent's statement] the applicant must file with the Tribunal and give to the respondent its own statement of issues, facts and contentions setting out:

- (a) by reference to each paragraph number in the respondent's statement whether the applicant accepts or rejects the issue, fact or contention identified by the respondent; and
- (b) any other issues, facts and contentions it says are relevant to the decision under review.

The applicant must at the time it files and gives its statement of issues, facts and contentions file with the Tribunal and give to the respondent an indexed and paginated bundle in chronological or other logical order of the documents on which it proposes to rely in the proceeding not in the respondent's bundle.

Respondent to file draft conditions

(SO51)

GP302

By [specified date usually same day as witness statements are to be filed] the respondent must file with the Tribunal and give to the applicant in hard and electronic form, without prejudice to its final position in the proceeding, a set of all of the conditions which it will contend at the hearing should be imposed if the Tribunal considers that approval of the application subject to conditions is appropriate (draft conditions).

Applicant to respond to draft conditions

[GP303]

GP303
(SO52)

GP303a
(SO52A)

GP303b
(SO52B)

GP303c
(SO52C)

By [date] the applicant must file with the Tribunal and give to the respondent in hard and (where it can do so) electronic form a document which:

- (a) identifies any of the draft conditions which it objects to;
- (b) gives brief reasons for each objection; and
- (c) sets out any alternative or additional conditions it will contend at the hearing should be imposed if the Tribunal considers that approval of the application subject to conditions is appropriate.

Applicant with no access to internet

(SO10)

GP304

If the applicant does not have ready access to the internet it may require the respondent to provide it within seven days of request with a hard copy of any document for which only an internet address is provided in the respondent's bundle.

Original proceedings

| | | |
|---|--|--|
| Applicant to file SIFC and bundle of documents [GP350] | GP350 (SO13) GP350a (SO13A) GP350b (SO13B) | By [specified date usually in 14 days] the applicant must file with the Tribunal and give to the respondent the following documents: (a) a statement of the issues, facts and contentions it says arise in the proceeding; and (b) an indexed and paginated bundle in chronological or other logical order of the documents on which it proposes to rely in the proceeding. |
| Respondent to file SIFC and documents [GP351] | GP351-1 (SO14) GP351a (SO14A) GP351b (SO14B) GP351-2 (SO15) | By [specified date usually 14 days after applicant's statement] the respondent must file with the Tribunal and give to the applicant its own statement of issues, facts and contentions setting out: (a) by reference to each paragraph number in the applicant's statement whether the respondent accepts or rejects the issue, fact or contention identified by the applicant; and (b) any other issues, facts and contentions it says arise in the proceeding. The respondent must at the time it files and gives its statement of issues, facts and contentions file with the Tribunal and give to the applicant an indexed and paginated bundle in chronological or other logical order of any documents on which it proposes to rely in the proceeding not in the applicant's bundle. |
| Applicant to file documents (REG) | GP450 | By [date] the applicant must file with the Tribunal and give to the other party all documents on which it wishes to rely at the final hearing not already filed with the Tribunal. |
| Respondent to file response to application (SO69) | GP451 | By [specified date usually in seven days] the respondent must file with the Tribunal and give to the applicant a written response to the application [together with copies of all documents on which the respondent proposes to rely/in the proceeding not already filed with the Tribunal]. |
| Summary of evidence and Identification of witnesses (SO101) <i>No witness statements required – only a short summary of the evidence</i> | GP452 | On or before [specified date, usually 14 days prior to hearing] each party must file with the Tribunal and exchange a list of the witnesses the party proposes to call, together with a short summary of the evidence to be given by each witness which includes the witness' name and relevant qualifications or experience. |
| Party to ensure witnesses attend the final hearing (REG) | GP453 | Each party is responsible for ensuring that their witnesses attend the final hearing. |
| Agreed statement of issues and facts (SO18) | GP454 | By [specified date usually in 14 days] the parties must file with the Tribunal an agreed statement of issues and facts, identifying any material facts not agreed. |
| Additional statement on specific issue (REG) | GP455 | By [date] the [applicant/respondent] must file with the Tribunal and give to the [applicant/respondent] a written statement detailing: <i>[free text : state issue]</i> |

Document filing requirements

| | | |
|---|--------------------------|--|
| Specify number of copies to be filed (SO40) | GP500 | Where a party or expert witness is required by these orders to file a document with the Tribunal [number] copies of the document must be filed. |
| Copies of each document to be filed (REG) | GP501 | [Number] [copy/copies] of all documents must be filed with the Tribunal. |
| Requirements for documents filed [GP502] | GP502 (SO41) | Every document required by these orders to be filed with the Tribunal must: |
| | GP502a (SO41A) | (a) identify, on the first page, the SAT application number, the names of the parties, each party's reference (if known), the title of the document and, except where the document is filed jointly by expert witnesses, the name of the party by whom or on whose behalf the document is filed; |
| | GP502b (SO41B) | (b) contain a table of contents on the first page if the document exceeds 10 pages; |
| | GP502c (SO41C) | (c) be paginated consecutively including annexures; |
| | GP502d (SO41D) | (d) contain consecutively numbered paragraphs irrespective of hearings; and |
| | GP502e (SO41E) | (e) in any statement of issues, facts and contentions or written submissions drafted by a party's legal representative or agent, identify the responsible draftsman. |

Third party ordered to produce document

| | | |
|---|--------------------------|--|
| Production of documents or material by third parties [GP550] | GP550-1 (SO16) | Pursuant to s 35(1) of the State Administrative Tribunal Act 2004 (WA) [specify name] must by [date] produce [document(s) or material] to the [Tribunal/applicant/respondent]. The [applicant/respondent] must pay [name]'s reasonable costs of complying with this order. |
| | GP550-2 (SO17) | Prior to the date for production specified in the previous order [specify name] may apply to the Tribunal to discharge or vary that order or to limit access to any document or material required to be produced by that order. |

General – Witness statements

| | | |
|--|--------------|--|
| Witness statements to be filed (SO44) | GP600 | If any party proposes to give evidence or call any witness [including any expert] to give evidence at the hearing it must by [specified date usually 14 days before the hearing date] file with the Tribunal a signed statement of the witness' evidence and give a copy of the statement to the other parties. |
| Parties to notify if witness not required to attend a hearing (SO46) | GP601 | If a party does not wish to ask any questions at the hearing of a witness whose witness statement has been given to the party, then it must advise the Tribunal and each other party in writing of that position at least 48 hours prior to the hearing, and the witness does not then have to attend the hearing, unless required to do so by the Tribunal. |

In exceptional cases, the following alternative order might be made:

Parties to notify if require witness to attend a hearing

(SO46A)

GP602

If a party wishes to ask any questions at the hearing of a witness whose witness statement has been given to the party, then it must advise the Tribunal and each other party in writing of that position at least 48 hours prior to the hearing, and the witness must then attend the hearing.

Documents referred to in witness statement

(SO45)

GP603

Any document referred to in a witness statement that is contained in a bundle of documents filed by any party must be identified by reference to the relevant bundle and page number in the bundle and must not be attached to the witness statement. Any document referred to in a witness statement that is not contained in a bundle of documents filed by any party must be attached to the witness statement.

Expert Evidence

Party to provide info sheet and copy of orders to expert

[GP650]

GP650

(SO42)

If a party engages an expert to attend a mediation or compulsory conference or to give evidence in the proceeding, the party must give the expert within seven days of this order or of the engagement (whichever is the later):

GP650a

(SO42A)

(a) the Tribunal's info sheet entitled 'Guide for experts giving evidence', unless the party has already given the expert a copy of the info sheet; and

GP650b

(SO42B)

(b) a copy of these orders.

Expert's acknowledgement

(SO43)

GP650-1

An expert witness must acknowledge in his or her evidence that he or she has read the Tribunal's info sheet entitled 'Guide for experts giving evidence' and agrees to be bound by the expert's duties stated in that document.

Parties to provide list of questions and facts or assumptions

GP753

By [date] the parties are to prepare and file with the Tribunal an agreed list of:

(a) questions to be asked of experts in the same field of expertise; and

(b) the factors or assumptions on which the experts are to base their opinions.

Expert Conferrals

Experts to confer and prepare joint statement

[GP651]

GP651

(SO47)

By [specified date usually seven days before the hearing date] the expert witnesses in [each field of expertise/the field of [state expertise]] must confer with one another in the absence of the parties and their representatives and must prepare a joint statement of:

GP651a

(SO47A)

(a) the issues arising in the proceeding which are within their expertise;

GP651b

(SO47B)

(b) the matters upon which they agree in relation to those issues;

GP651c

(SO47C)

(c) the matters upon which they disagree in relation to those issues; and

GP651d

(SO47D)

(d) the reasons for any disagreement.

Experts to confer before SAT member and prepare joint statement

[GP652]

GP652
(SO48)

The expert witnesses in [each field of expertise/the field of [state expertise]] must confer with one another in the absence of the parties and their representatives before [name of Member] (noting the parties' agreement under s 54(10) of the State Administrative Tribunal Act 2004 (WA)) at [time] on [date] at 565 Hay Street, Perth, Western Australia for a duration of [X hours/X days/1 day] and must prepare a joint statement of:

GP652a
(SO48A)

(a) the issues arising in the proceeding which are within their expertise;

GP652b
(SO48B)

(b) the matters upon which they agree in relation to those issues;

GP652c
(SO48C)

(c) the matters upon which they disagree in relation to those issues; and

GP652d
(SO48D)

(d) the reasons for any disagreement.

[The agreement of the parties is required for a member who mediated the matter to take any further part in dealing with the proceeding after the mediation: s 54(10) of the State Administrative Tribunal Act 2004 (WA)]

Experts to sign joint statement

(SO49)

GP653

The expert witnesses must each sign the joint statement at the conclusion of their conference. If the statement is in handwriting the expert witnesses must appoint one of them to generate a typed version of it and each must sign the typed document. The expert witnesses must file the joint statement with the Tribunal and give copies of it to the parties by [specified date usually five days before the hearing date].

Concurrent expert evidence

[GP654]

GP654
(SO50)

Subject to any further order the evidence of expert witnesses in each field of expertise must be given concurrently at the hearing. The expert witnesses will be:

GP654a
(SO50A)

(a) called to give evidence together;

GP654b
(SO50B)

(b) asked questions by the Tribunal;

GP654c
(SO50C)

(c) given the opportunity to respond directly to each other's evidence;

GP654d
(SO50D)

(d) given the opportunity to ask each other any questions which they consider might assist the Tribunal; and

GP654e
(SO50E)

(e) asked questions by the parties or their representatives.

Expert Evidence – Parties to identify field of expertise

[GP655]

GP655
(REG)

By [date – usually three business days after witness statements are exchanged] the parties must:

GP655a
(REG)

(a) agree on the witnesses who are to confer in each field of expertise; and

GP655b
(REG)

(b) provide the expert witnesses in each field a joint statement template, following the model in the Tribunal's info sheet entitled 'Guide for experts giving evidence'.

Expert Evidence – File draft template with Tribunal

[GP656]

GP656
(REG)

By [date] the parties must file a draft joint statement template for each expert witness conferral, which:

GP656a
(REG)

(a) follows the model template included in the Tribunal info sheet entitled 'Guide for experts giving evidence'; and

| | | |
|--|---|--|
| | GP656b (REG) | (b) includes any issues or questions the parties jointly or separately suggest should be addressed by the expert witnesses, based on the issues identified in the parties' statements of issues, facts and contentions. |
| Expert Evidence – Directions hearing to review the template (REG) | GP657 | The matter is listed for a directions hearing at [time] on [date] for half an hour for the Tribunal to review the draft joint statement template and approve the suggested issues or questions to be addressed by the expert witnesses. |
| Expert Evidence – Provide template to expert witnesses following directions hearing [GP658] | GP658 (REG) GP658a (REG) GP658b (REG) GP658c (REG) | The parties must provide the expert witnesses in each field of expertise: (a) an electronic copy of the joint statement template; (b) the issues to be addressed during the conferral and in the joint statement, as approved by the Tribunal; and (c) instructions that the conferral and joint statement can address any other issues within their field of expertise which they consider would assist the Tribunal to make a decision. |

Hearing book

| | | |
|---|---|--|
| Prepared by SAT - collected by parties (SO102) | GP700 | The Executive Officer shall prepare [number] [electronic and/or paper] [copy/copies] of a hearing book containing the relevant documents filed with the Tribunal by the parties and provide it to the parties not less than three days before the hearing. |
| Prepared by applicant if legally represented [GP703] | GP703 (SO106) GP703a (SO106A) GP703b (SO106B) GP703c (SO106C) GP703d (SO106D) | The applicant shall by [insert date sufficient for preparation of the hearing book and for the book to be sent to panel members]: (a) prepare [number] copies of an indexed and paginated hearing book containing the relevant documents filed with the Tribunal by the parties; (b) file three copies with the Tribunal; (c) provide one copy to the respondent; and (d) make one copy available at the hearing for use by witnesses. |

Invitation for original decision-maker to reconsider a decision

| | | |
|--|---|---|
| Respondent invited to reconsider decision (SO5) | GP750 | Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision [at its meeting on/on or before] [date]. |
| Respondent to file statement of its reconsideration (REG) | GP751 | By [date, usually three days after date for reconsideration] the respondent must file with the Tribunal and give to the applicant a statement of its decision upon reconsideration. |
| Applicant to respond to reconsidered decision [GP752] | GP752-1 (REG) GP752a (REG) | By [date, usually seven days after date for reconsideration] the applicant must notify the Tribunal and the respondent in writing that either: (a) it is content with the reconsidered decision, and wishes to withdraw the proceeding; or |

GP752b
(REG)

(b) it is not content with the reconsidered decision, and provide a statement with brief contentions addressing each aspect of the decision it is not content with.

General – Final orders

| | | |
|---|--------------|--|
| Reserved decision (REG) – previously A33 | GF001 | The decision is reserved. |
| Determination of review application (REG) | GF002 | The application for review is [allowed/allowed in part/dismissed]. |
| Confirm original decision (REG) | GF003 | The decision of the respondent made on [date] to [description of original decision] is affirmed. |
| Set aside original decision (REG) | GF004 | The decision of the respondent made on [date] to [description of original decision] is [varied by/set aside and a decision is substituted [description of decision]/ the matter is referred to the respondent for reconsideration] |
| Payment Order (REG) | GF005 | The respondent shall pay to the applicant the sum of [\$ amount] by [date]. |
| Slip rule CENTRED PREAMBLE | SLIP | Amended on [date] pursuant to s 83 [Free text ...1] of the State Administrative Tribunal Act 2004 (WA). |

Costs orders

| | | |
|---|------------------------|---|
| No costs order (REG) | GF050 | There is no order as to costs. |
| Costs order | GF054 | Pursuant to s 87(2) of the State Administrative Tribunal Act (WA) [party] is to pay [party]'s costs of the proceeding [fixed in the amount of \$[amount]]. |
| Application for costs [GF051] | GF051 (REG) | The [applicant/respondent] has liberty to apply for their costs of the proceeding by filing with the Tribunal and giving to the other party the following documents on or before [date]: |
| | GF051a (REG) | (a) a schedule of the costs claimed in sufficient detail to enable the Tribunal to fix any costs which might be awarded, together with any supporting documents upon which the [applicant/respondent] wishes to rely; and |
| | GF051b (REG) | (b) written submissions addressing the basis upon which it is contended costs should be awarded and the quantum of costs claimed. |
| Submissions opposing costs (REG) | GF052 | If the [applicant/respondent] makes an application for costs, the [applicant/respondent] may file with the Tribunal and if so must give to the [applicant/respondent] written submissions opposing the application by [date]. |
| Costs to be determined on the documents (REG) | GF053 | If the [applicant/respondent] makes an application for costs, the Tribunal will determine the application on the documents after [date] and will fix the amount of any costs awarded in the same determination. |

Strata Title Matters

Applicant to file required documents

| | | |
|--|----------------|---|
| Applicant to file documents required under Practice Note 5 | [ST002] | By [date] the applicant must file with the Tribunal and give to the respondent the following [document/documents] pursuant to paragraph 6 of Practice Note 5 of the Tribunal: |
| | ST002a | (a) a recent copy (search) (not older than 10 days) of the whole of the relevant [strata plan/survey strata plan] (which can be obtained from Landgate); |
| | ST002b | (b) a copy (search) of each notification of change of by-laws and any management statement which is registered on the [strata plan/survey strata plan] (which can be obtained from Landgate), each filed as a separate document; |
| | ST002c | (c) a recent copy (search) (not older than 10 days) of the certificate of title for the lot on the [strata plan/survey strata plan] of which the applicant is the registered proprietor (owner) (which can be obtained from Landgate); and |
| | ST002d | (d) a copy of either the minutes of a meeting of the council of the applicant strata company or the minutes of a general meeting of the applicant strata company which record the passing of a resolution to make the application to the Tribunal to commence this proceeding, with the specific item in the minutes which records the resolution identified. |
| Applicant placed on notice | ST003 | The applicant is placed on notice that if they fail to comply with the above [order/orders] the proceeding may be dismissed for want of prosecution pursuant to s 46(3) of the State Administrative Tribunal Act 2004 (WA). |
| Application dismissed due to failure to file required documents | ST004 | Due to the failure of the applicant to comply with the [order/orders] made by the Tribunal on [date] the proceeding is dismissed for want of prosecution pursuant to s 46(3) of the State Administrative Tribunal Act 2004 (WA). |

Non-attendance of applicant

| | | |
|---|--------------|---|
| Non-attendance of applicant | ST010 | Due to the non-attendance of the applicant at the directions hearing on [date] the proceeding is adjourned to a further directions hearing at [time] on [date] at 565 Hay Street, Perth, Western Australia. |
| Applicant placed on notice | ST011 | The applicant is placed on notice that if they fail to attend the next directions hearing the proceeding may be dismissed for want of prosecution pursuant to s 46(3) of the State Administrative Tribunal Act 2004 (WA). |
| Application dismissed due to non-attendance of applicant | ST012 | Due to the non-attendance of the applicant at the directions hearing on [date] the proceeding is dismissed for want of prosecution pursuant to s 46(3) of the State Administrative Tribunal Act 2004 (WA). |

NOTE

- *The power to make ST012 under s 46(3) of the SAT Act is exercisable only by a legally qualified member.*

- *ST012 is only to be made after ST010 and ST011 have been made and the applicant has failed to attend the subsequent directions hearing.*

If ST012 is made, that decision may be reviewed under s 84 of the SAT Act if the conditions in s 84 are satisfied.

Non-attendance of respondent

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| Non-attendance of respondent | ST015 | Due to the non-attendance of the respondent at the directions hearing on [date] the proceeding is adjourned to a further directions hearing at [time] on [date] at 565 Hay Street, Perth, Western Australia. |
| Respondent placed on notice | ST016 | The respondent is placed on notice that if they fail to attend the next directions hearing then the Tribunal may determine the proceeding in favour of the applicant and make the [order/orders] against the respondent sought by the applicant pursuant to s 48(2)(b)(i) of the State Administrative Tribunal Act 2004. |
| Proceeding determined in favour of applicant | ST017 | Due to the non-attendance of the respondent at the directions hearing on [date] the proceeding is determined in favour of the applicant by the making of the following [order/orders] pursuant to s 48(2)(b)(i) of the State Administrative Tribunal Act 2004 (WA). |

NOTE

- *The power to make ST017 under s 48(2)(b)(i) of the SAT Act is exercisable only by a legally qualified member.*
- *ST017 is only to be made after ST015 and ST016 have been made and the respondent has failed to attend the subsequent directions hearing.*
- *If ST017 is made, that decision may be reviewed under s 84 of the SAT Act if the conditions in s 84 are satisfied.*

After ST017 add the order/s sought by the applicant – provided that they are orders which the Tribunal has the power to make.

Representation by Agent

| | | |
|---|--------------|---|
| Representation by agent (S03) | GS102 | Pursuant to s 39(1)(e) of the State Administrative Tribunal Act 2004 (WA) [[name] may represent the [applicant/respondent] at the hearing on [date] [on condition that [name] does not charge for the representation/the application is dismissed]. |
|---|--------------|---|

Removal, addition and/or amendment of a party

| | | |
|--------------------------------|--------------|---|
| Removal of a party | ST020 | [Name] is removed as [an applicant/a respondent] to the proceeding. |
| Adding a party | ST021 | [Name] of [street address]; Email: [email address] is joined as [an applicant/a respondent] to the proceeding pursuant to s 38(1) of the State Administrative Tribunal Act 2004 (WA). |
| Amendment of party name | ST022 | The name of the [applicant/respondent] is amended to [name]. |

NOTE

The change/s under ST020, ST021 and/or ST022, must be made in ICMS before the orders are prepared, so that the correct parties are shown in the header of the orders. A copy of the orders should be sent to each person named in ST020, ST021 and/or ST022.

Amendment of application

| | | |
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| Amend section of Act | ST025 | The application is amended to be under s [number] of the Strata Titles Act 1985 (WA), rather than s [number] of the Act as stated on the application. |
| Applicant to file amended orders and grounds sought | [ST026] | By [date] the applicant must file with the Tribunal and give to the respondent a written statement of: |
| | ST026a | (a) The name and address of any additional person/s who the applicant wishes to add as a respondent to the application; |
| | ST026b | (b) the proposed amended order/s sought, listed numerically; and |
| | ST0264c | (c) the grounds for each of the amended orders sought, listed numerically and stating the specific section of the Strata Titles Act 1985 (WA) and/or the by-laws of the strata company which are relevant to each order sought. |
| Applicant given leave to amend the Application | ST027 | The applicant is given leave to amend the application and the application is amended by substituting for the orders sought and grounds set out in the application dated [date] the orders sought and grounds which are set out in the document titled [describe] dated [date]. |

Simple matters – further documents and response

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| Applicant to file further documents | ST030 | By [date] the applicant must file with the Tribunal and give to the respondent all further documents on which the applicant proposes to rely. |
| Respondent to file response and documents | [ST031] | By [date] the respondent must file with the Tribunal and give to the applicant: |
| | ST031a | (a) a written response to the application; and |
| | ST031b | (b) copies of all documents on which the respondent proposes to rely. |
| Respondents to give a joint response | ST032 | If any of the respondents wish to give a joint response, then they may do so and they are only required to file one copy of that joint response with the Tribunal and give a copy of it to the applicant and to each of the other respondents, provided that the respondents who are giving the joint response list their names in that response and state that it is a joint response from each of them. |

Strata Company to send information to all owners (where it is a respondent)

| | | |
|---|-----------------|--|
| Parties to provide documents and attend hearings | ST035-1 | By [date] the respondent (the strata company) must give to each of the owners of the lots in the strata scheme (each a Notified Person): |
| | [ST035] | |
| | ST035-1a | (a) a copy of these orders; and |
| | ST035-1b | (b) a copy of the application and the supporting documents filed with the Tribunal by the applicant and given to the strata company by the applicant |
| | ST035-2 | By [date] the strata company must file the following documents with the Tribunal: |

| | |
|--|---|
| ST035-2a | (a) a copy of the strata roll; and |
| ST035-2b | (b) a declaration of service stating that preceding order has been complied with. |
| ST035-3 | Any Notified Person wishing to participate as a party in the proceeding must: |
| ST035-3a | (a) by [date] file a written notice with the Tribunal, and give a copy of the notice to both the applicant and the strata company, stating that the Notified Person wishes to be joined as either an applicant or a respondent in the proceeding and providing: |
| ST035-3ai | (i) an email address for the service of documents on the Notified person; and |
| ST035-3aii | (ii) a street address for the potential service of documents on the Notified Person (a Post Office Box is not acceptable); and |
| ST035-3b | (b) attend the directions hearing referred to in the order below in the manner specified in order below. |
| ST035-4 | The proceeding is adjourned to a further directions hearing, to be conducted by teleconference at [time] on [date] to address any written notice from any Notified Person in accordance with the preceding order and any further steps which might be required in preparation for the final hearing of the matter. |
| ST035-5 | To attend the directions hearing referred to in the preceding order, each party and each Notified Person who has filed a notice under the order above must call telephone number 9460 0829 five minutes prior to the commencement time of the next directions hearing and then enter Guest Access Code [number] and press the # key, following which they will be put on hold until the Tribunal connects them to the directions hearing. |
| ST035-6 | In the event that the Tribunal does not connect the parties to the directions hearing at the commencement time (which may occur if another hearing finishes late), each party must stay on hold until the Tribunal is able to connect them to the directions hearing. |
| No notified person has requested to be joined | ST041 It is noted that no Notified Person has requested to be joined as a party to the proceeding pursuant to the orders made on [date]. |

Mediation

Mediation/Compulsory Conference

(SO19 and SO155)

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|--------------|--|
| GP006 | The matter is referred to [mediation/compulsory conference] to commence at [time] on [date] for a duration of [X hours/X days/1 day] at 565 Hay Street, Perth, Western Australia with the parties to attend by video conference or by telephone. |
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Statements for mediation

(SO21)

| | |
|--------------|---|
| GP104 | By [date] the [applicant/respondent/parties] must file with the Tribunal and give to the [applicant/respondent] a [statement of |
|--------------|---|

issues/points/position paper] marked confidential for the purposes of mediation only.

Adjourned to further mediation

(SO28)

GP110

The matter is adjourned to a further [mediation/compulsory conference] to commence at [time] on [date] for a duration of [X hours/X days/1 day] at [location].

Adjournment to a further directions hearing

Adjourned to further directions with reason provided

GP002

The proceeding is adjourned to a further directions hearing at [time] on [date] at 565 Hay Street, Perth, Western Australia in order to [identify reason].

Vacate and relist directions hearing

Vacate directions hearing

GP053

The directions hearing listed for [time] on [date] is vacated.

Directions hearing

GP001

The matter is listed for a directions hearing at [time] on [date] at 565 Hay Street, Perth, Western Australia.

A member of the council of the strata company must attend future hearings

Member of the Council to attend hearings

ST045

At least one member of the council of the [applicant strata company/respondent strata company] must attend each future hearing in person.

Respondent Strata Company not to participate

Strata Company not to participate

ST048

It is noted that the respondent strata company has stated [at the directions hearing on [date]/in the *describe document*] that it will not participate in the proceeding.

Submissions, further documents, cases and witnesses

Applicant to file documents

[ST050]

By [date] the applicant must file with the Tribunal and give to the respondent:

ST050a

(a) written submissions;

ST050b

(b) all documents on which the applicant wishes to rely at the final hearing which the applicant has not already filed with the Tribunal and given to the respondent;

ST050c

(c) a copy of any decided cases on which the applicant wishes to rely at the final hearing;

ST050d

(d) a list of the persons who the applicant proposes to call to give evidence at the final hearing, together with a short summary of the evidence to be given by each such person; and

ST050e

(e) a written statement of all the dates in [months] on which the applicant or the persons they propose to call to give evidence will not be available to attend a final hearing of the matter.

Respondent to file documents

[ST051]

By [date] the respondent must file with the Tribunal and give to the applicant:

| | |
|---------------|--|
| ST051a | (a) written submissions; |
| ST051b | (b) all documents on which the respondent wishes to rely at the final hearing which the respondent has not already filed with the Tribunal and given to the applicant; |
| ST051c | (c) a copy of any decided cases on which the respondent wishes to rely at the final hearing; |
| ST051d | (d) a list of the persons who the respondent proposes to call to give evidence at the final hearing, together with a short summary of the evidence to be given by each such person; and |
| ST051e | (e) a written statement of all the dates in [months] on which the respondent or the persons they propose to call to give evidence will not be available to attend a final hearing of the matter. |

Witness statements

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|--|--------------|--|
| Applicant to file witness statements | ST055 | By [date] the applicant must file with the Tribunal and give to the respondent a written statement of the evidence of each person who the applicant proposes to call to give evidence at the final hearing, which must state the full name of and be signed by that person. |
| Respondent to file witness statements | ST056 | By [date] the respondent must file with the Tribunal and give to the applicant a written statement of the evidence of each person who the respondent proposes to call to give evidence at the final hearing, which must state the full name of and be signed by that person. |

SIFCs and documents

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|--|----------------|--|
| Applicant to file SIFC and documents | [ST060] | By [date] the applicant must file with the Tribunal and give to the respondent the following documents: |
| | ST060a | (a) a statement of issues, facts and contentions it says arise in the proceeding; and |
| | ST060b | (b) an indexed and paginated bundle in chronological or other logical order of the documents on which the applicant proposes to rely in the proceeding. |
| Respondent to file SIFC and documents | [ST061] | By [date] the respondent must file with the Tribunal and give to the applicant: |
| | ST061a | (a) their own statement of issues, facts and contentions setting out: |
| | ST061a1 | (i) by reference to each paragraph number in the applicant's statement whether the respondent accepts or rejects the issue, fact or contention identified by the applicant; and |
| | ST061a2 | (ii) any other issues, facts and contentions the respondent says arise in the proceeding. |
| | ST061b | (b) an indexed and paginated bundle in chronological or other logical order of any documents on which the respondent proposes to rely in the proceeding not in the applicant's bundle. |

Complete bundles of documents

| | | |
|--|--------------|---|
| Applicant to file documents to be taken into evidence at the final hearing | ST065 | By [date] the applicant must file with the Tribunal and give to the respondent an indexed and paginated bundle of the documents on which the applicant proposes to rely at the final hearing, which are to be the only documents from the applicant which are to be taken into evidence at the final hearing, other than [describe document e.g. the strata plan and the changes of by-laws] which will also be taken into evidence at the final hearing. |
| Respondent to file documents to be taken into evidence at the final hearing | ST066 | By [date] the respondent must file with the Tribunal and give to the applicant an indexed and paginated bundle of the documents on which the respondent proposes to rely at the final hearing, which are to be the only documents from the respondent which are to be taken into evidence at the final hearing. |

Parties not to file documents and other materials except as ordered

| | | |
|---|--------------|--|
| Parties must not file any documents except in compliance with a Tribunal order | ST070 | Each party must not file any document/s, photograph/s or any other material/s with the Tribunal except in compliance with an order made by the Tribunal. |
| If party files documents in compliance with Tribunal orders | ST071 | If a party files any document/s, photograph/s or any other material/s with the Tribunal in compliance with an order made by the Tribunal then the party must give a copy of what it files with the Tribunal to the other party at the time that it files it with the Tribunal. |
| If party files documents contrary to Tribunal orders | ST072 | If a party files any document/s, photograph/s or other material/s with the Tribunal contrary to the requirements of the two preceding orders the Tribunal will not have any regard to such document/s, photograph/s or other material/s. |

Parties to notify unavailable dates for a final hearing

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|--|--------------|--|
| Parties to notify unavailable dates | ST075 | By [date] each party must file with the Tribunal and give to the other party a written statement of all of the dates in [specify month/s] on which they or their witnesses will not be available to attend a final hearing of this matter. |
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Extension of time for compliance with orders

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|--|--------------|---|
| Applicant granted extension for compliance | ST077 | The date for the applicant to comply with order/s [number/s] of the orders made by the Tribunal on [date] is extended to [date]. |
| Respondent granted extension for compliance | ST078 | The date for the respondent to comply with order/s [number/s] of the orders made by the Tribunal on [date] is extended to [date]. |

List for a final hearing

| | | |
|--|--------------|---|
| Final hearing (SO54 and SO121) | GP003 | The matter is listed for a [hearing/final hearing] to commence at [time] on [date] for a duration of [X hours/X days/one day] at 565 Hay Street, Perth, Western Australia [with parties to attend by video conference or by telephone]. |
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Parties to ensure that their witnesses attend the final hearing

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|--|--------------|---|
| Witnesses to attend final hearing | ST080 | Each party is responsible for ensuring that each of the persons who they propose to call to give evidence are in attendance at the commencement of the final hearing. |
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Decision on the documents

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| Applicant to file documents | [ST085] | By [date] the applicant must file with the Tribunal and give to the respondent: |
| | ST085a | (a) written submissions; |
| | ST085b | (b) all documents on which the applicant wishes to rely on in the final determination which the applicant has not already filed with the Tribunal and given to the respondent; and |
| | ST085c | (c) a copy of any decided cases on which the applicant wishes to rely on in the final determination. |
| Respondent to file documents | [ST086] | By [date] the respondent must file with the Tribunal and give to the applicant: |
| | ST086a | (a) written submissions; |
| | ST086b | (b) all documents on which the respondent wishes to rely on in the final determination which the respondent has not already filed with the Tribunal and given to the applicant; and |
| | ST086c | (c) a copy of any decided cases on which the respondent wishes to rely on in the final determination. |
| Matter to be determined on the documents | ST087 | Subject to any further order, after [date – <i>to be the next working day after the date in ST086</i>] the matter is to be determined entirely on the documents pursuant to s 60(2) of the State Administrative Tribunal Act 2004 (WA). |

Dismissal / strike out application

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|---|--------------|---|
| Dismissal/strike out application listed for hearing together with final hearing | ST090 | The matter (including the respondent's application for dismissal or strike out of the proceeding under [s 47(2) and/or s 48(2)] of the State Administrative Tribunal Act 2004 (WA)) is listed for a final hearing to commence at [time] on [date] for a duration of [X hours/X days/one day] at [565 Hay Street, Perth, Western Australia/location of hearing]. |
| Respondent's application for dismissal or strike out listed for a hearing on its own | ST091 | The respondent's application for dismissal or strike out of the proceeding under [s 47(2) and/or s 48(2)] of the State Administrative Tribunal Act 2004 (WA) is listed for a hearing to commence at [time] on [date] for a duration of [X hours/X days/one day] at [565 Hay Street, Perth, Western Australia/location of hearing]. |

NOTE

- Only either ST090 or ST091 is to be used.
- See *Laurent and Commissioner of Police [2009] WASAT 254 at [17] to [28]* regarding the Tribunal's power to dismiss or strike out under s 47 of the SAT Act, at [25] to [28] regarding the distinction between 'dismiss' and 'strike out' and, at [23] regarding the distinction between 'misconceived' and 'lacking in substance'.

| | | |
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| Respondent to file documents | [ST092] | By [date] the respondent must file with the Tribunal and give to the applicant: |
| | ST092a | (a) written submissions in support of the respondent's application for the proceeding to be dismissed or struck out (dismissal/strike out application); |
| | ST092b | (b) all documents on which the respondent wishes to rely at the hearing of the dismissal/strike out application which the respondent has not already filed with the Tribunal and given to the applicant; |
| | ST092c | (c) a copy of any decided cases on which the respondent wishes to rely at the hearing of the dismissal/strikeout application; and |
| | ST092d | (d) a list of the persons who the respondent proposes to call to give evidence at the hearing of the dismissal/strike out application, together with a short summary of the evidence to be given by each such person. |
| Applicant to file documents | [ST093] | By [date] the applicant must file with the Tribunal and give to the respondent: |
| | ST093a | (a) written submissions in response to the dismissal/strike out application; |
| | ST093b | (b) all documents on which the applicant wishes to rely at the hearing of the dismissal/strike out application which the applicant has not already filed with the Tribunal and given to the respondent; |
| | ST093c | (c) a copy of any decided cases on which the applicant wishes to rely at the hearing of the dismissal/strike out application; and |
| | ST093d | (d) a list of the persons who the applicant proposes to call to give evidence at the hearing of the dismissal/strike out application, together with a short summary of the evidence to be given by each such person. |
| Dismiss frivolous, vexatious or otherwise misconceived application | GS010 | Pursuant to s 47(2) of the State Administrative Tribunal Act 2004 (WA) the proceeding is [dismissed/struck out], as it is [frivolous/vexatious/misconceived or lacking in substance/being used for an improper purpose/an abuse of process]. |
| <i>Order can only be made by a legally qualified member</i> | | |

Application for appointment of an administrator

| | | |
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| Applicant to file documents | [ST097] | By [date] the applicant must file with the Tribunal and give to the respondent (the strata company) a written statement setting out: |
| | ST097a | (a) the grounds for the appointment of an administrator; |
| | ST097b | (b) the powers, authorities, duties and functions of the strata company which the applicant wishes the proposed administrator to be given; and |
| | ST097c | (c) the names and addresses of two persons who are willing to be appointed as administrator of the strata company, together with the following documents from each of those persons: |
| | ST097c1 | (i) a written consent to their appointment; |
| ST097c2 | (ii) a curriculum vitae; | |

| | | |
|--|----------------|--|
| | ST097c3 | (iii) a statement of whether or not they will require an indemnity from the members of the strata company; and |
| | ST097c4 | (iv) a statement of fees and charges to act as administrator. |
| Strata Company to file response and documents | ST098 | By [date] the strata company must file with the Tribunal and give to the applicant a written response to the application and the statement of the applicant and documents referred to in the preceding order, together with a paginated bundle of all documents on which the strata company proposes to rely |

Preliminary issue

| | | |
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| Preliminary issue | ST100 | The following issue is to be determined by the Tribunal as a preliminary issue: [add issue] |
| Applicant to file documents | [ST101] | By [date] the applicant must file with the Tribunal and give to the respondent: |
| | ST101a | (a) written submissions in relation to the preliminary issue; |
| | ST101b | (b) all documents and materials, on which the applicant wishes to rely in relation to the preliminary issue; |
| | ST101c | (c) a copy of all decided cases on which the applicant wishes to rely in relation to the preliminary issue. |
| Respondent to file documents | [ST102] | By [date] the respondent must file with the Tribunal and give to the application: |
| | ST102a | (a) written submissions in relation to the preliminary issue; |
| | ST102b | (b) all documents and materials, on which the respondent wishes to rely in relation to the preliminary issue; |
| | ST102c | (c) a copy of all decided cases on which the respondent wishes to rely in relation to the preliminary issue. |
| Preliminary issue listed for hearing | GP254 | The preliminary issue is listed for hearing to commence at [time] on [date] for a duration of [X hours/X days/1 day] at 565 Hay Street, Perth, Western Australia. |
| Preliminary issue determined on documents | GP255 | Subject to any further order the preliminary issue is to be determined entirely on the documents pursuant to s 60(2) of the State Administrative Tribunal Act 2004 (WA). |

Security and Related Activities (Control) Act Matters

| | | |
|--|--------------|---|
| Proceeding adjourned | SRAC1 | Due to the non-attendance of the respondent at the directions hearing on [date] the proceeding is adjourned to a further directions hearing, to be conducted by teleconference at [time] on [date] (the commencement time of the next directions hearing). |
| Determination in respondent's absence | SRAC2 | If the respondent does not attend the next directions hearing the matter may be determined in the respondent's absence by the Tribunal affirming the decision of the delegate of the Commissioner of Police to suspend the licence(s) held by the respondent under the Security and Related Activities (Control) Act 1996 (WA). |
| Decision affirmed | SRAC3 | The decision of the delegate of the Commissioner of Police to suspend the licences held by the respondent under the Security and Related Activities (Control) Act 1996 (WA) is affirmed. |

| | | |
|---|--------------|--|
| Respondent to file statement | SRAC4 | If the respondent wishes to seek to establish that his Security Officer and Crowd Controller licences should not be suspended because extenuating circumstances exist in respect of the charges of [details of charge] which are pending against him, for the purpose of s 67A(2)(c) of the Security and Related Activities (Control) Act 1996 (WA), then by [date] the respondent must file with the Tribunal and give to the applicant a written statement of those extenuating circumstances. |
| Applicant to file declaration of service | SRAC5 | The applicant is requested to file with the Tribunal, before the next directions hearing, a declaration of service confirming that it served a copy of the application on the respondent. |

Incorporated Associations Matters

[INCAS]

| | | |
|-------------------------------------|----------------|--|
| Applicant to file documents | INCAS1 | By [date] the applicant must file with the Tribunal and give to the respondent a copy of each of the following documents in respect of the respondent, obtained from the Associations and Charities Branch, Consumer Protection Division, Department of Mines, Industry Regulation and Safety: |
| | INCAS1a | (a) an Extract of Register; and |
| | INCAS1b | (b) the most recent Association Rules. |
| Applicant to file statement | INCAS2 | By [date] the applicant must file with the Tribunal and give to the respondent a written statement, with numbered paragraphs: |
| | INCAS2a | (a) which identifies in the Association Rules referred to in the preceding order the rule or rules which contains the procedure for resolving a dispute under or relating to the rules between members or between members and the respondent (dispute resolution procedure); |
| | INCAS2b | (b) which specifies the dispute which is the subject of the application and how the dispute is under or relating to the Association Rules referred to in the preceding order; and |
| | INCAS2c | (c) which sets out the actions which the applicant has taken to attempt to resolve the dispute, in accordance with the requirements of the dispute resolution procedure referred to in paragraph (a) above. |
| Respondent to file response | INCAS3 | By [date] the respondent must file with the Tribunal and give to the applicant a response to the applicant's statement pursuant to the preceding order stating, by reference to each paragraph number in that statement, whether the respondent accepts or rejects what is stated and, in the case of rejection, the reason for rejecting what the applicant has stated. |
| Proceeding adjourned | INCAS4 | The proceeding is adjourned to a further directions hearing, to be conducted by teleconference, at [time] on [date]. |
| Parties to call phone number | INCAS5 | To attend the directions hearing each party must call telephone number 9460 0829 five minutes prior to the commencement time and then enter Guest Access Code [number] and press the # key, following which they will be put on hold until the Tribunal connects them to the directions hearing. |
| Parties to stay on hold | INCAS6 | In the event that the Tribunal does not connect the parties to the directions hearing at the commencement time (which may occur if |

another hearing finishes late), each party must stay on hold until the Tribunal is able to connect them to their directions hearing.

Building Disputes Matters

| | | |
|---|---------------------|--|
| <p>Parties to file documents (SO100)</p> <p><i>If there is risk that there will be duplication of lengthy documents, SAT standard directions for the parties to file documents sequentially should be used which provide that the party last filing documents need file only those documents on which it wishes to rely not included in the other party's documents.</i></p> | <p>BD001</p> | <p>On or before [date] the parties must file with the Tribunal and provide to the other party all documents on which they wish to rely at the final hearing not already on the Tribunal's file, including any expert reports, photographs, and quotations or other documents relevant to the costings of the complaint items to be determined by the Tribunal.</p> |
| <p>Summary of evidence and Identification of witnesses (SO101)</p> <p><i>No witness statements required - only short summaries of the evidence.</i></p> | <p>GP452</p> | <p>On or before [specified date, usually 14 days prior to hearing] each party must file with the Tribunal and exchange a list of the witnesses the party proposes to call, together with a short summary of the evidence to be given by each witness which includes the witness' name and relevant qualifications or experience.</p> |

Referrals from the Building Commissioner

| | | |
|---|---------------------|--|
| <p>Simple response by respondent to complaint (SO78)</p> | <p>BD050</p> | <p>On or before [date] the respondent must file with the Tribunal and give to the applicant a response to each of the complaints set out in the complaint filed by the applicant with the Building Commission on [date].</p> |
| <p>(SO79)</p> | <p>BD051</p> | <p>On or before [date] the respondent must file with the Tribunal and give to the applicant a response to each of the complaint items set out in the Building Commission Inspector's report dated [date].</p> |
| <p>Simple identification of issues (SO80)</p> | <p>BD052</p> | <p>The matters in issue are items [set out relevant item numbers] in the Building Commission Inspector's report dated [date].</p> |
| <p>Withdrawal of matters not pursued (SO81)</p> | <p>BD053</p> | <p>Complaint items [set out relevant item numbers] as set out in the said report are not pursued, leave is granted to withdraw those complaint items and they are withdrawn.</p> |

Complaint Schedule

| | | |
|--|----------------------------------|--|
| <p>Applicant to file Complaint Schedule [BD054] (SO82)</p> | <p>BD054</p> | <p>On or before [insert date] the applicant must file with the Tribunal and give to the other [party/parties] a paper copy and an electronic copy of a Complaint Schedule using the template available on the Tribunal's website, that sets out information under the following columns:</p> |
| | <p>BD054a (SO91A)</p> | <p>(a) a column describing each separate claim item and the basis, upon which it is alleged that [the building work is faulty, unsatisfactory or has not been carried out in a proper or proficient manner/the respondent is in breach of contract];</p> |
| | <p>BD054b (SO91B)</p> | <p>(b) a column describing the scope of works allegedly necessary to remedy the matter the subject of each item of complaint;</p> |
| | <p>BD054c (SO91C)</p> | <p>(c) a column setting out the amount claimed in respect of each claim item;</p> |
| | <p>BD054d (SO91D)</p> | <p>(d) a column for the respondent's response to each item of claim stating whether or not it is admitted or denied;</p> |

BD054e
(SO91E)

(e) a column for the respondent to state whether it admits the scope of works alleged to be necessary by the applicant in respect of each claim item (whether or not the respondent accepts liability in respect thereof) and if the scope of work is not admitted, stating the works which the respondent contends is necessary, if any; and

BD054f
(SO91F)

(f) a column for the respondent to state the cost which the respondent asserts is reasonable for the scope of works described by the applicant in respect of each claim, and if applicable, the cost which the respondent asserts is reasonable for the works which the respondent contends is required, in either or both cases showing how the cost is calculated.

Building Commission Reviews

Applicant to serve application on Building Commissioner

[BD100]

BD100
(SO107)

BD100a
(SO107A)

BD100b
(SO107B)

By [specified date usually in seven days] the applicant must:

- (a) serve a copy of the application(s) together with a copy of these orders on the Building Commissioner; and
- (b) file a declaration of service in accordance with this order.

Building Commissioner to file s 24 bundle

[BD101]

BD101
(SO108)

BD101a
(SO108A)

BD101b
(SO108B)

By [specified date usually in 21 days] the Building Commissioner must file with the Tribunal the documents it is required to file under s 24 of the State Administrative Tribunal Act 2004 (WA), namely:

- (a) a statement of the reasons for the decision (unless already provided); and
- (b) documents and other material in its possession or under its control which are relevant to the Tribunal's review of the decision.

Applicant to file witness statements and submissions

[BD102]

BD102
(SO109)

BD102a
(SO109A)

BD102b
(SO109B)

By [specified date usually 14 days after the date specified in the preceding order] the applicant must file with the Tribunal and give to the respondent:

- (a) any witness statements and any documents on which the applicant wishes to rely; and
- (b) its written outline of submissions in support of the [the application for stay/application for leave to review the decision of the Building Commissioner to refuse to accept the complaint/the application for review of the decision of the Building Commissioner reflected in the building remedy order made on].

Respondent to file response

[BD103]

BD103
(SO110)

BD103a
(SO110A)

BD103b
(SO110B)

By [specified date usually 14 days after the specified in the preceding order] the respondent must file with the Tribunal and give to the applicant:

- (a) any witness statements and any documents on which the respondent wishes to rely other than documents already filed by the applicant; and
- (b) its written outline of submissions in opposition.

Application for stay/leave/review

(SO111 and SO116)

BD104

The application(s) for [stay/leave/review] [is/are] listed for hearing at [time] on [date] for a duration of [number] hours at [location of hearing].

Orders should be made for preparation of a hearing book if appropriate – see Hearing book orders above.

Building Internal Reviews (section 58)

Stay application / application for leave (heard prior to the application for review)

| | | |
|--|---|---|
| Applicant to apply for transcript (SO112) | BD150 | By [specified date usually in five days] the applicant must apply to the Executive Officer of the Tribunal for the provision of the transcript of the proceeding sought to be reviewed and on receipt must immediately file a copy in this proceeding and give a copy to the respondent, unless the applicant is already in possession of the transcript in which case the applicant must immediately file a copy of the transcript in this proceeding and give a copy to the respondent. |
| Executive Officer to make documents available (SO113) <i>If the reasons for decision, hearing book and all exhibits were not provided during a separate application for leave</i> | BD151 | The Executive Officer is to ensure that the reasons for decision, hearing book and all exhibits in the proceeding sought to be reviewed are available in this proceeding. |
| Applicant to file documents and submissions [BD152] | BD152 (SO114) BD152a (SO114A) BD152b (SO114B) | By [specified date usually in 21 days] the applicant must file with the Tribunal and give to the respondent: (a) any witness statements and documents on which the applicant wishes to rely; and (b) its written outline of submissions in support of the [application for stay/leave to review]. |
| Respondent to file response [BD153] <i>Orders should be made for preparation of a hearing book if appropriate -see Hearing book section.</i> | BD153 (SO115) BD153a (SO115A) BD153b (SO115B) | By [specified date usually 14 days after the date specified in the preceding order] the respondent must file with the Tribunal and give to the applicant: (a) any witness statements and any documents on which the respondent wishes to rely other than documents already filed by the applicant; and (b) its written outline of submissions in opposition. |
| Application for stay/leave/review (SO111 and SO116) <i>Orders should be made for preparation of a hearing book if appropriate – see Hearing book orders above.</i> | BD104 | The application(s) for [stay/leave/review] [is/are] listed for hearing at [time] on [date] for a duration of [number] hours at [location of hearing]. |

Application for review (when leave application has been granted or when the leave application and the application for leave are heard together)

| | | |
|--|--------------|---|
| Applicant must apply for transcript (SO117) <i>If the transcript of the proceedings sought to be reviewed was not provided during a separate application for leave.</i> | BD155 | By [specified date usually in five days] the applicant must apply to the Executive Officer of the Tribunal for the provision of the transcript of the proceeding sought to be reviewed and on receipt must immediately file a copy in this proceeding and give a copy to the respondent, unless the applicant is already in possession of the transcript in which case the applicant must immediately file a copy of the transcript in this proceeding and give a copy to the respondent. |
| Reasons for decision, hearing book and exhibits for proceeding (SO118) <i>If the reasons for decision, hearing book</i> | BD156 | The Executive Officer must ensure that the reasons for decision, hearing book and all exhibits in the proceeding sought to be reviewed are available in this proceeding. |

and all exhibits of the proceeding sought to be reviewed were not provided during a separate application for leave.

Applicant to file SIFC and documents
[BD157]

BD157
(SO119)

By [a specified date usually within 14 to 21 days depending on whether a transcript of the proceeding sought to be reviewed is available] the applicant must file with the Tribunal and give to the respondent:

BD157a
(SO119A)

(a) a statement of issues, facts and contentions it says arise in relation to the decision under review. The statement is limited to the grounds upon which leave was granted, and should contain paragraph references to the transcript of the proceeding under review where appropriate; and

BD157b
(SO119B)

(b) an indexed and paginated bundle in chronological or other logical order of the documents on which it proposes to rely and may for that purpose inspect the Tribunal file in respect of the proceeding under review and at its cost obtain copies.

Respondent to file SIFC and documents
[BD158]

BD158
(SO120)

By [specified date usually 14 days after the applicants submissions are due] the respondent must file with the Tribunal and give to the applicant:

BD158a
(SO120a)

(a) a statement of issues, facts and contentions it says arise in relation to the decision under review, limited, if leave to review has been granted, to the grounds upon which leave was granted, and if the transcript of the hearing of the proceeding under review is to be relied upon, containing references by page number to passages in the transcript which are relevant to each ground of review; and

BD158b
(SO120b)

(b) an indexed and paginated bundle in chronological or other logical order of the documents on which it proposes to rely and may for that purpose inspect the Tribunal file in respect of the proceeding under review and at its cost obtain copies.

[Orders should be made as appropriate in relation to summaries of evidence or witness statements, expert witness procedures and for preparation of hearing books.]

Planning and Development Matters

Leave to make submissions
(SO8)

PD001

Pursuant to s 242 of the Planning and Development Act 2005 (WA) [name] of [address] has leave to make [written] submissions in respect of the application in relation to [topic] and must file two copies of its submissions with the Tribunal and give one copy to each of the parties by [date].

See s 242 of the Planning and Development Act 2005 'Persons who are not parties, submissions from'

Commercial Tenancy Matters

Clause approved
(CC01)

CT001

Clause [number] is approved.

Clause approved if other clause deleted
(CC02)

CT002

Clause [number] is approved if clause [number] is deleted.

Clause approved with exception (relating to guarantor)
(CC03)

CT003

Clause [number] is approved except on grounds relating to the guarantor, which are only approved if at the time the guarantor and the tenant are related by directorship or shareholding.

| | | |
|--|--------------|--|
| Clause approved with exception (other clause) (CC04) | CT004 | Clause [number] is approved except on the grounds in clause [number], the primary responsibility for which falls on the landlord. |
| Clause approved with exception (relating to guarantor and covenantor) (CC05) | CT005 | Clause [number] is approved except on grounds [number], which are only approved if at the time the guarantor and covenantor and the tenant are related by directorship or shareholding. |
| Clause approved with substitute time period (CC06) | CT006 | Clause [number] is approved if the period of [number] months is substituted for the period of [number] months. |
| Clause approved if additional wording added (CC07) | CT007 | Clause [number] is approved if at the end of clause [number] the words “including the loss of goodwill for the balance of the term and each unexercised option to renew the term” are added. |
| Clause approved if notice of clauses given at the same time (CC08) | CT008 | Clause [number] is approved if the notice under clause [number] is given at the same time as the notice under clause [number]. |
| Preamble (CC09) | CT009 | On application in respect of a retail shop lease between the parties relating to [address of premises] it is ordered that: |
| Clause approved (rent provision) (CC10) | CT010 | Clause [number] is approved if the rent for the alternative premises does not exceed the rate per square metre for the premises. |
| Clause approved if substitute wording added (CC11) | CT011 | Clause [number] is approved if the words “three months from the date of the damage” are substituted for the words from “a reasonable” to “rebuild”. |
| Clause approved if time period reduced (CC12) | CT012 | Clause [number] is approved if the period of six months is reduced to a period of three months. |

Guardianship and Administration Matters – Non-final Orders

| | | |
|--|--------------|---|
| Withdrawal of proceeding refused (SO152) | GA001 | Leave to withdraw the proceeding is refused as the Tribunal is not satisfied that it is in the best interests of the proposed represented person for the matter to be withdrawn [without investigation by the Public Advocate]. |
| Executive Officer to provide copy of application to administrator/guardian (SO150) | GA002 | The Executive Officer must provide a copy of the application to the [administrator and/or guardian]. |
| Duplicate subject file/matter inactivated (REG) | GA003 | The Tribunal advises that there is already a current file for [proposed represented person/represented person] which is [SAT file number]. The previous file for [proposed represented person/represented person] [previous SAT file number] and previous matter number [GAA matter number] will be inactivated. Any orders made in relation to [proposed represented person/represented person] have been reissued under the correct file number [SAT file number] and the new matter number is [new GAA matter number]. |
| Ancillary order – change of administrator, guardian or RP name | GA004 | Following notice received by the Tribunal on [date received] of the change of name of the [administrator/guardian/represented person], formally known as [previous name of person] and now known as [name], being the [administrator/guardian/represented person] [appointed] under the order reproduced in the Schedule below, which was made on [date |

of order] under the Guardianship and Administration Act 1990 (WA), the Tribunal constituted by [Member who is confirming order] makes the following ancillary order on [date of this order] pursuant to s 73(1) of the State Administrative Tribunal Act 2004 (WA):

| | | |
|--|--------------|---|
| Ancillary order – new name of administrator, guardian or RP | GA005 | In the order made on [date of order] reproduced in the Schedule below the [administrator/guardian/represented person] formally known as [previous name of person] shall be read as reference to the same [administrator/guardian/represented person] now known as [new name]. |
| Ancillary order – Schedule | GA006 | SCHEDULE |
| Letter accepted as application | GA007 | The Executive Officer must accept the [application pursuant to s 87/form/letter/other document] filed by the applicant on [date] as the application under s 86 if the Guardianship and Administration Act 1990 (WA) |

Notice of hearing

| | | |
|---|--|---|
| Parties to give notice [GA025] | GA025 <i>(SO124)</i> GA025a <i>(SO124A)</i> GA025b <i>(SO124B)</i> GA025c <i>(SO124C)</i> GA025d <i>(SO124D)</i> GA025e <i>(SO124E)</i> GA025f <i>(SO124F)</i> GA025g <i>(SO124G)</i> GA025h <i>(SO124H)</i> | Notice of the hearing must be given to the following persons (parties): (i) The [proposed represented person/represented person/donor]; (ii) The applicant; (iii) The Public Advocate; (iv) The Public Trustee <i>(only if administration application / review)</i> ; (v) [name of guardian, or proposed guardian - if applicable]; (vi) [name of administrator, or proposed administrator - if applicable]; (vii) [name of nearest relative - in all cases]; (viii) [names of other persons with sufficient interest]. |
| Parties to notify Tribunal of other interested parties <i>(SO125)</i> | GA026 | If any party considers that notice of the hearing should be given to any other person, that party must notify the Tribunal in writing, by [date], of the name and address of that other person and the nature of the other person's relationship with the [proposed represented person/represented person] and their interest in the proceeding. |
| Tribunal has discretion to notify other persons <i>(SO126)</i> | GA027 | The Tribunal may, at its discretion, give notice of the hearing to any other person who appears to have a sufficient or proper interest in the proceeding. |
| Applicant to serve notice of hearing <i>(SO127)</i> | GA028 | The applicant must serve the notice of hearing personally on the [proposed represented person/represented person] by [date, usually 21 days before the hearing date] in compliance with the requirements of the Guardianship and Administration Act 1990 (WA) and the State Administrative Tribunal Act 2004 (WA) and file with the Tribunal by [date, usually 18 days before the hearing] a declaration of that service. |
| <i>This order is not to be made when the applicant is the Public Advocate or the Public Trustee</i> | | |
| Executive Officer to provide applicant service requirement information <i>(SO128)</i> | GA029 | The Executive Officer must provide to the applicant information on the requirements of service on the [proposed represented person / |

represented person] to enable the applicant to comply with the preceding order.

Shortened service

See GAA s 41

(SO129)

GA030

Time for service of the notice of hearing is shortened to less than 14 days to all parties pursuant to [s 41(3)(a)/s 89(3)(a)] of the Guardianship and Administration Act 1990 (WA), as the Tribunal has determined that exceptional circumstances exist.

Dispensing with notice

(SO130)

GA031

Notice of the hearing to all parties other than the [proposed represented person/represented person], the applicant and the Public Advocate is dispensed with, pursuant to s [41(3)(b)/89(3)(b)] of the Guardianship and Administration Act 1990 (WA), as the Tribunal has determined that exceptional circumstances exist.

The Tribunal cannot dispense with notice to the proposed represented person/represented person, the applicant and the Public Advocate in relation to an application for an administration order or a guardianship order or the review of such an order – except where s 67(2) applies. Section 41(3)(b) applies to new applications and s 89(3)(b) applies to reviews.

Dispensing with notice when outside Western Australia

See s 67

For administration applications only

(SO131)

GA032

Pursuant to s 67(2) of the Guardianship and Administration Act 1990 (WA) notice of the hearing to [proposed represented person/represented person] is dispensed with because [he/she] is now not resident or domiciled in Western Australia.

Legal aid referral

(REG) LAR)

GA033

The Executive Officer shall apply for legal aid on behalf of [Party Name] pursuant to Schedule 1, cl 13(4) of the Guardianship and Administration Act 1990 (WA).

Filing of documents

Applicant to file statement

[GA050]

GA050

(SO167)

GA050a

(SO167A)

GA050b

(SO167B)

GA050c

(SO167C)

By [date] the applicant must file with the Tribunal and give to [name] the following documents:

- (a) a statement in writing setting out the orders that the applicant contends should be made by the Tribunal, and the reasons such orders should be made;
- (b) a statement in writing setting out the changes the applicant contends should be made to the [administration/guardianship] order dated [date] and the reasons such changes should be made; and
- (c) a copy of each document (including all medical reports) not already filed with the Tribunal on which the applicant intends to rely at the hearing.

Applicant to file copies of capacity reports

(SO168)

GA051

The applicant must file with the Tribunal by [date] copies of all reports by health professionals or other material relating to all assessments made by health professionals of the capacity of the [proposed represented person/represented person] to make reasonable judgments about [his/her] financial affairs and personal affairs.

Other parties may file statements

[GA052]

GA052

(SO169)

By [date, usually seven days before the hearing] any party other than the applicant may (but is not required to) file with the Tribunal and if so is to give to [name] the following documents:

GA052a
(SO169A)

GA052b
(SO169B)

GA052c
(SO169C)

-
- (a) a statement in writing setting out any submissions the party wishes to make in response to any statement filed by the applicant;
- (b) a statement in writing setting out the orders the party contends should be made by the Tribunal and the reasons such orders should be made; and
- (c) a copy of each document (including all medical reports) not already filed with the Tribunal on which the party intends to rely at the hearing.

Inspection of documents

Parties can request form to apply to inspect documents

(SO132)

GA075

The Executive Officer must provide, on the request of a party, an application form for access to inspect documents or other material lodged with or held by the Tribunal pursuant to s 112(4) of the Guardianship and Administration Act 1990 (WA) for the purposes of this proceeding.

Deadline for parties to apply to inspect documents

(SO133)

GA076

An application pursuant to s 112(4) of the Guardianship and Administration Act 1990 (WA) must be filed with the Tribunal by [specified date usually seven days before the hearing date].

Access to documents granted (includes partially granted)

[GA077]

Preamble Not Bold

(REG)

GA077
(GIA)

On an application pursuant to section 112(4) of the Guardianship and Administration Act 1990 (WA) the Tribunal orders:

GA077a
(GIA1)

(a) [Party name]'s application to access documents is [granted/partially granted].

GA077b
(GIA2)

(b) An application to access documents by [party name] at [advocacy name] advocating for [party name] is [granted/partially granted].

GA077c
(GIA3)

(c) [Party name]'s application for a copy of the order dated [date] in matter [GAA Number] is granted.

GA077d
(GIA4)

(d) [Party name]'s application for a copy of the [audio/transcript] of the hearing dated [date] is granted.

Party to arrange appointment to inspect

(REG) (GIB1)

GA078

[Party name] must contact the State Administrative Tribunal to arrange an appointment to inspect the documents granted in this order.

Legal Rep authorised to have copies

(REG) (GIB2)

GA079

[Law firm name] the legal representative of [party name] is authorised to have copies of the documents granted in this order.

Advocate to arrange appointment

(REG) (GIB3)

GA080

[Party name] at [advocate agency], advocating for [party name] must contact the State Administrative Tribunal to arrange an appointment to inspect the documents granted in this order.

Transcript to be provided upon payment

(REG) (GIB4)

GA081

A copy of the transcript must be provided to [party name] upon payment which will be determined and advised by the Transcript Officer in due course.

Copy of order to be provided to all parties

Active matters only

(REG) (GIC)

GA082

A copy of this order must be provided to all parties to whom notice of the proceedings is given.

Documents to which access is granted

GA083
(GID)

Documents to which access is **[granted/refused]**

[GA083]

(REG)

Preamble Not Bold – Enter preamble (all 3 preambles if partially granted) and select an option.

Documents to which access is refused**[GA084]**

(REG)

Preamble Not Bold – Enter preamble (all 3 preambles if partially granted) and select an option.

Reason for refusal

Preamble not bold

(REG) (GIDR)

Conditions upon which access is granted**[GA091]****Legal Rep given access**

(REG) (GIEA)

Party has been given access to a Transcript

(REG) (GIEB)

Advocate has been given access

(REG) (GIEC)

GA083a
(GID1)

GA083b
(GID2)

GA083
(GID)

GA084a
(GID3)

GA084b
(GID4)

GA090

GA091-1
(GIE)

GA091-2
(GIE1)

GA091a
(GIE2)

GA091b
(GIE3)

GA091c
(GIE4)

GA091d
(GIE5)

GA092

GA093

GA094

(a) all documents [including/excluding medical evidence] filed in the proceeding [GAA number] unless the State Administrative Tribunal otherwise orders.

(b) all medical evidence filed in the proceeding [GAA number] unless the State Administrative Tribunal otherwise orders.

Documents to which access is [granted/**refused**]

(a) the medical evidence in matter [GAA Number].

(b) [specify document] by [name] dated [date] in Matter [GAA Number].

The reason for refusal is that it is not seen to be in the best interests of the [proposed represented person/represented person] to be released.

Conditions upon which access is granted

Without the prior written approval of the Tribunal, the documents and material to which access is granted may be used only for the purposes of:

(a) the current proceedings in the Tribunal under the Guardianship and Administration Act 1990 (WA) concerning [party name].

(b) to assist a Tribunal appointed [administrator and/or guardian] to make decisions in the best interests of [party name].

(c) to provide a record of proceeding and/or reasons for decision of the presiding member in the Tribunal hearing conducted on [date] concerning [party name].

(d) considering a review of the [administration/guardianship] order dated [date].

For the purposes of the conditions above, the legal representative may disclose the contents of the documents or material to [party name] but no copies are to be made and no part of any document or material is to be disclosed to any other person. The copies provided to the legal representative must be [destroyed/deleted] within 28 days after the [proceedings have concluded/date of this order].

For the purposes of the conditions above, [party name] may disclose the contents of the documents or material to a legal representative for obtaining legal advice but no copies are to be made and no part of any document or material is to be disclosed to any other person.

For the purposes of the conditions above, [party name] (the advocate) and [party name] can disclose the contents of the documents with each other for the purpose of advocating, but no copies are to be made and no part of any document or material is to be disclosed to any other person by either party.

Access to documents refused

[GA095]
(REG) (GIF)

[Party's name]'s application to access the [documents/transcript/audio] in relation to [party name] is refused for the following reason:

GA095a
(GIF1)

(a) it has been determined not to be in the best interests of [party name].

GA095b
(GIF2)

(b) the request is sought for use in another jurisdiction which is not an authorised used.

GA095c
(GIF3)

(c) the request does not relate to current proceedings under the Guardianship and Administration Act 1990 (WA).

GA095d
(GIF4)

(d) a hearing book will be given to all parties in the normal course of the review proceedings.

GA095e
(GIF5)

(e) no sufficient reason has been provided that clearly states the purpose of the request.

Office of Public Advocate (Public Advocate) notifications and reports

Notified of possible appointment

(SO134)

GA100

The Public Advocate is notified of her possible appointment as guardian of the [proposed represented person/represented person].

OPA requested to attend

(SO135)

GA101

The Public Advocate is requested to attend the hearing to advance the best interests of the [proposed represented person/represented person].

Application referred to OPA for investigation

[GA102]

See s 97

GA102
(SO136)

The [application is/applications are] referred to the Public Advocate pursuant to s 97(1) of the Guardianship and Administration Act 1990 (WA) for investigation and report to the Tribunal prior to the hearing on the following:

GA102a
(SO136A)

(a) whether the proposed represented person is in need of a guardian;

GA102b
(SO136B)

(b) what functions should be conferred on a guardian, if an order is made;

GA102c
(SO136C)

(c) who would be suitable and willing to be appointed as guardian;

GA102d
(SO136D)

(d) whether the proposed represented person is in need of an administrator;

GA102e
(SO136E)

(e) if an administration order is to be made, who would be suitable and willing to be appointed;

GA102f
(SO136F)

(f) whether the enduring power of attorney dated [date] provides a less restrictive alternative to the making of an administration order;

GA102g
(SO136G)

(g) whether the enduring power of guardianship dated [date] is a less restrictive alternative to the making of a guardianship order;

GA102h
(SO136H)

(h) whether the guardianship order is currently operating in the best interests of the represented person and whether any amendments should be made to that order;

GA102i
(SO136I)

(i) whether the administration order is currently operating in the best interests of the represented person and whether any amendments should be made to that order;

To be included in all referrals

To be included in all referrals

GA102j
(SO136J)

(j) what are the views and wishes of the [proposed represented person / represented person] regarding the issues arising in this proceeding;

GA102k
(SO136K)

(k) all other matters the Public Advocate considers relevant.

Tribunal to provide OPA a copy of all documents received

(SO137)

To be included in all referrals

GA103

The Tribunal will provide to the Public Advocate a copy of all documents received by the Tribunal for the purposes of this proceeding.

OPA may apply for documents to be produced

(SO138)

GA104

The Public Advocate is at liberty to apply for orders pursuant to s 35 of the State Administrative Tribunal Act 2004 (WA) for orders for the production of documents relevant to her investigation.

OPA may apply for hearing to be brought forward

(SO139)

GA105

The Public Advocate is at liberty to apply for the hearing to be brought forward to an earlier date should this be considered necessary in the best interests of the proposed represented person.

OPA report on review requested

(SO171)

GA106

The Public Advocate is requested to file with the Tribunal (and provide to the applicant) seven days prior to the hearing a report concerning the current guardianship order and information relevant to the review of the order.

Public Trustee notifications and report

PT Report requested

(SO170)

GA125

The Public Trustee is requested to file with the Tribunal seven days prior to the hearing a report concerning the current administration order and information relevant to the review of the order.

Tribunal to provide PT a copy of all documents received

(SO143)

To be included in all referrals

GA127

The Tribunal will provide to the Public Trustee a copy of all documents received by the Tribunal for the purposes of this proceeding.

PT may apply for documents to be produced

(SO144)

GA128

[The Public Trustee/other name] is at liberty to apply pursuant to s 35 of the State Administrative Tribunal Act 2004 (WA) for orders for the production of documents related to the performance of [his/her] functions under order [number].

PT may apply for hearing to be brought forward

(SO145)

GA129

[The Public Trustee/other name] is at liberty to apply for the hearing of the application to be brought forward to an earlier date should this be considered necessary in the proposed represented person's best interests.

Enduring power of attorney (EPA) orders

Attorney to file EPA and statement of finances

[GA150]

GA150
(SO157)

[Name] (the attorney), being the person(s) identified in the application as the attorney appointed pursuant to the enduring power of attorney, must file with the Tribunal by [date]:

GA150a
(SO157A)

(a) a copy of the enduring power of attorney; and

GA150b
(SO157B)

(b) a statement of the assets and liabilities and the current regular income and expenditure of the donor as at the date of this order.

| | | |
|---|-----------------------------------|--|
| <p>Attorney not to act until further order (REG)</p> | <p>GA151</p> | <p>[Name] is directed not to act under the enduring power of attorney until further order of the Tribunal.</p> |
| <p>Attorney not to act until further order aside from maintenance of ongoing care and income (SO158)</p> | <p>GA152</p> | <p>Until further order of the Tribunal, pursuant to s 109(3) of the Guardianship and Administration Act 1990 (WA), [name], as the attorney appointed under any enduring power of attorney made by the donor is directed not to act under the power [other than receive the donor's income and to pay the costs associated with the care and maintenance of the donor and to meet the day-to-day needs of the donor, including any payments for accommodation, health care or related costs].</p> |
| <p>Parties to provide details of any EPA [GA153]</p> | <p>GA153 (SO159)</p> | <p>Any party who holds or has knowledge of any enduring power of attorney made by the [proposed represented person/represented person/donor] shall, within 14 days of the date of these orders, file with the Tribunal the following:</p> |
| | <p>GA153a (SO159A)</p> | <p>(a) details of when the enduring power of attorney was made and the identity of the appointed attorney; and</p> |
| | <p>GA153b (SO159b)</p> | <p>(b) if they have it, a copy (not the original) of that enduring power of attorney.</p> |

Enduring power of guardianship (EPG) orders

| | | |
|---|-----------------------------------|--|
| <p>Enduring guardian to file EPG and details of decisions [GA175]</p> | <p>GA175 (SO160)</p> | <p>[Name], being the person identified in the application as the enduring guardian appointed pursuant to the enduring power of guardianship, must file with the Tribunal by [date]:</p> |
| | <p>GA175a (SO160A)</p> | <p>(a) a copy of the enduring power of guardianship; and</p> |
| | <p>GA175b (SO160B)</p> | <p>(b) a statement in writing setting out the details of all decisions made by the enduring guardian on behalf of the donor since the enduring guardian first exercised any of the powers as enduring guardian pursuant to the enduring power of guardianship.</p> |

Gifts

| | | |
|--|-----------------------------------|---|
| <p>Applicant to file statement [GA176]</p> | <p>GA176 (SO161)</p> | <p>The applicant must file with the Tribunal by [date] a statement in writing, and all supporting documents, setting out:</p> |
| | <p>GA176a (SO161A)</p> | <p>(a) the specific orders the applicant contends should be made by the Tribunal, including the proposed amount and recipient of each particular gift(s) or other transaction(s) sought to be authorised;</p> |
| | <p>GA176b (SO161B)</p> | <p>(b) the purpose of the gift(s) or other transaction(s), and the reasons for making them;</p> |
| | <p>GA176c (SO161C)</p> | <p>(c) the reasons the applicant considers that the proposed gift(s) or other transaction(s) would be in the best interests of the represented person;</p> |
| | <p>GA176d (SO161D)</p> | <p>(d) the relationship between the represented person and each person who is to receive the benefit of the gift or other transaction;</p> |
| | <p>GA176e (SO161E)</p> | <p>(e) the current nature and extent of the estate of the represented person;</p> |
| | <p>GA176f (SO161F)</p> | <p>(f) the current income and expenditure of the estate of the represented person;</p> |

| | |
|---------------------------|--|
| GA176g (SO161G) | (g) the current age and needs of the represented person; |
| GA176h (SO161H) | (h) the likelihood of the represented person making the gift(s) or other transaction(s) if [he/she] were capable of doing so, including any views or wishes that the represented person may have expressed concerning the proposed gift(s) or transaction(s); |
| GA176i (SO161I) | (i) any alternatives open to the recipient(s) of the proposed gift(s) or other transaction(s); |
| GA176j (SO161J) | (j) the attitude of the persons who are likely to benefit from the estate of the represented person on [his/her] death regarding the proposed gift(s) or transaction(s); |
| GA176k (SO161K) | (k) whether there are any persons other than the proposed recipient(s) who are dependent on the represented person and, if so, the needs and views of such persons in relation to the proposed gift(s) or transaction(s); and |
| GA176l (SO161L) | (l) any advice received by the applicant or the represented person from a financial advisor or other professional advisor regarding the proposed gift(s) or other transaction(s) and any impact they may have on the financial affairs of the represented person, including any impact on the taxation affairs of the represented person or the entitlement of the represented person to receive any pension or other benefit. |

Attendance of witnesses at hearing

| | | |
|--|--------------|---|
| Party responsible for arranging witness (SO162) | GA185 | Any party who wishes to call any person to give evidence at the hearing shall be responsible for arranging that person's attendance at the hearing. |
| Party issuing a summons to a witness (SO163) | GA186 | Any application by any party for the issue of a summons to any witness must be filed with the Tribunal by [date]. |
| Doctor required to attend hearing (SO164) | GA187 | Dr [name] is [required/requested] to attend the hearing at [time] on [date]. The [Executive Officer/applicant/represented person/name of other party] must provide a copy of this order to Dr [name] by [date]. |
| Doctor may attend hearing by telephone (SO165) | GA188 | Dr [name] may attend the hearing by telephone using a telephone number provided to the Tribunal in writing at least two business days prior to the hearing. |
| Executive Officer to issue a summons to Doctor (SO166) | GA189 | The Executive Officer must issue a summons for the attendance of Dr [name] at the hearing. |

Emergency applications

| | | |
|--|-------------------------|---|
| Tribunal is satisfied appropriate circumstances exist [GA200] | GA200-1 (SOL) | On an application by [party name] pursuant to s 40 of the Guardianship and Administration Act 1990 (WA) for the appointment of an administrator of the estate of [party name] ('the proposed represented person') [referred to/heard by] [Member] and on the Tribunal being satisfied that: |
| | GA200a (SOLA) | (a) the proposed represented person may be a person in respect of whom a declaration should be made pursuant to s 64(1) of the Guardianship and Administration Act 1990 (WA); and |

GA200b
(SOLB)

(b) it is necessary to make immediate provision for the protection of that person's estate,

GA200-2
(SOLC)

pending determination of the question of whether the proposed represented person is, in fact, a person in respect of whom a declaration should be made pursuant to s 64(1) of the Guardianship and Administration Act 1990 (WA) it is on [date] ordered that:

Direction regarding estate

[GA201]

GA201-1
(SO140)

Pursuant to s 65 of the Guardianship and Administration Act 1990 (WA) [the Public Trustee/party name] is authorised to exercise the functions of a plenary administrator with all the powers and duties conferred by the Guardianship and Administration Act 1990 (WA) to protect and secure [all of the estate of the proposed represented person/all of the estate of the proposed represented person including but not limited to the following part of the estate]:

GA201a
(SO140A)

(a) the residential property of the proposed represented person at [address], including lodging a caveat on the title to it;

GA201b
(SO140B)

(b) the bank account(s) held by the proposed represented person with [bank];

GA201c
(SO140C)

(c) the interest of the proposed person in the estate of [name] deceased; and

GA201d
(SO140D)

(d) [other assets].

PRP/RP can request that emergency order be set aside or varied

(SO141)

GA202

There is liberty to the proposed represented person [or any party] to apply to set aside or vary this order on short notice.

Public Trustee requested to provide a report

(65PTR)

GA204

The Public Trustee is requested to provide a report regarding their authority under the above appointment within three days of the hearing.

Medical and allied health reports

Service Provider Report to be filed

(REG) – previously 3

GA225

Pursuant to s 34(1) of the State Administrative Tribunal Act 2004 (WA), [name] of [service] must complete and file with the Tribunal by [date] the Tribunal form entitled 'Service Provider Report' in relation to [name of proposed represented person/represented person].

Service Provider and other reports to be filed

(REG)

GA226

Pursuant to s 34(1) of the State Administrative Tribunal Act 2004 (WA), [name] of [service] must complete and file with the Tribunal by [date] the Tribunal form entitled 'Service Provider Report' and any assessments or information in relation to [name of proposed represented person/represented person].

Medical Report to be filed

(REG) – previously 1

GA227

Pursuant to s 34(1) of the State Administrative Tribunal Act 2004 (WA), Dr [name] of [service] must complete and file with the Tribunal by [date] the Tribunal form entitled 'Medical Report' in relation to [name of proposed represented person/represented person].

Medical Report and other information to be filed

(REG) – previously 2

GA228

Pursuant to s 34(1) of the State Administrative Tribunal Act 2004 (WA), Dr [name] of [service] must complete and file with the Tribunal by [date] the Tribunal form entitled 'Medical Report' in relation to [name of proposed represented person/represented person], and file any other reports or assessments relevant to examining the capacity to make reasonable judgments about personal or financial affairs.

ACCR to be filed*(REG)**(ACAT Report)***GA229**

Pursuant to s 34(1) of the State Administrative Tribunal Act 2004 (WA), [name of doctor/hospital/institution] must file with the Tribunal by [date] a copy of any Aged Care Client Record (ACCR) which has been prepared by an Aged Care Assessment Team (ACAT) in respect of the [proposed represented person/represented person].

Conferral and evidence of expert witnesses

Conferral of expert witnesses*(SO178)***[GA245]**

[Name] and [name] (the expert witnesses) [being expert witnesses in the field of] are [required/requested] to confer with one another and prepare and provide to the Tribunal by [date] a joint statement regarding:

GA245a
(SO178A1)

- (a) whether, in their opinion, [name of proposed represented person/the represented person/the applicant] has a mental disability (such as an intellectual disability, a psychiatric condition, an acquired brain injury or dementia) and, if so, whether by reason of that mental disability [he/she] is unable to make reasonable judgments in respect of:

GA245a(i)
(SO178A1)
GA245a(ii)
(SO178A2)

- (i) matters relating to [his/her] estate (such as financial affairs, property and legal affairs); and
(ii) matters relating to [his/her] person (such as personal health care, medical and dental treatment decisions, where and with whom [he/she] is to live and what services [he/she] is to have access to);

GA245b
(SO178B)

- (b) the matters upon which they agree in relation to the issues set out in (a) above;

GA245c
(SO178C)

- (c) the matters upon which they disagree in relation to issues set out in (a) above; and

GA245d
(SO178D)

- (d) the reasons for any disagreement.

Executive Officer to provide preceding orders and info sheet*(SO179)***GA246**

The Executive Officer must provide to each of the expert witnesses, for the purposes of the conferral referred to in the preceding order, the preceding order and the Tribunal's info sheet entitled 'Guide for experts giving evidence' together with copies of [all professional reports/specify particular reports] submitted to the Tribunal regarding [name]. Those copies are only to be used for the purposes of this proceeding and the experts must either destroy them or return them to the Tribunal at the conclusion of the proceeding.

Experts to attend hearing*(SO180)***GA247**

The Executive must arrange for the expert witnesses to attend the hearing [and give evidence concurrently].

Section 17A – Review by Full Tribunal

Hearing before Full Tribunal

GAA only – see ss 17A, 56A
(SO181)

GP005

The matter is listed for hearing before a Full Tribunal at [time] on [date] for [number] [hours/day(s)] at 565 Hay Street, Perth, Western Australia.

Parties to give notice**[GA249]**

GA249
(SO182)

Notice of the hearing must be given to the following persons (parties):

GA249a
(SO182A)

- (i) The [proposed represented person/represented person];

GA249b
(SO182B)

- (ii) The applicant;

GA249c
(SO182C)

- (iii) [Name of nearest relative of represented person/proposed represented person];

| | | |
|---|--|--|
| | GA249d (SO182D) | (iv) [Name of guardian, if any]; |
| | GA249e (SO182E) | (v) [Name of administrator, if any]; |
| | GA249f (SO182F) | (vi) The Public Advocate; |
| | GA249g (SO182G) | (vii) The Public Trustee; |
| | GA249h (SO182H) | (viii)[Other parties in the application before single member who have a sufficient interest in the application for review by the Full Tribunal]. |
| Tribunal to obtain transcript (SO183) | GA250 | The Tribunal must obtain the transcript of the hearing before the single member on [date] and must include the transcript in the hearing book. |
| Applicant to file evidence (SO184) | GA251 | By [specified date usually 21 days before the hearing date] the applicant must file with the Tribunal any evidence on which [he/she] proposes to rely (which was not filed in the application determined by the single member) and submissions in support of the application for review. |
| Other parties to file evidence (SO185) | GA252 | By [specified date usually 14 days before the hearing date] any other party is to file with the Tribunal any evidence on which they propose to rely (which was not filed in the application determined by the single member) and submissions in relation to the application for review. |
| Public Trustee to file report (SO186) | GA253 | The Public Trustee is requested to file with the Tribunal by [date one week prior to final hearing] a report concerning the current administration order and information relevant to the review. |
| OPA to file report (SO187) | GA254 | The Public Advocate is requested to file with the Tribunal by [date one week prior to final hearing] a report concerning the current guardianship order and information relevant to the review. |
| Executive Officer to prepare hearing book (SO188) | GA255 | The Tribunal must prepare a hearing book, comprising documents and other material in its possession or under its control which are relevant to the Full Tribunal's review of the single member's decision, including documents filed in accordance with the preceding orders, which may be collected by any party from the Tribunal by prior arrangement on or after [specified date usually three days before the hearing date]. |
| Restrictions on hearing book use [GA256] | GA256 (SO189) GA256a (SO189A) GA256b (SO189B) GA256c (SO189C) | The parties: <ul style="list-style-type: none"> (a) are only permitted to use the hearing book for the purposes of this proceeding and any appeal from this proceeding; (b) are only permitted to disclose or copy the hearing book or any part of the hearing book in order to obtain legal advice or legal representation in this proceeding or any appeal from this proceeding; and (c) must return the hearing book and any copy of it or of any part of it to the Tribunal within 28 days of the decision in this proceeding or, if there is an appeal from this proceeding, within 28 days of the decision on the appeal. |

Guardianship and Administration (GAA) Matters – Final Orders

Headings

Administration order
(REG)

GA300

Administration

Guardianship order

(REG)

Preambles

The Tribunal notes/orders

(REG)

Revoking a section 65 order

(s65)

Order revoked or dismissed

Ad or Gu order revoked

(REG) (A27)

Ad or Gu application dismissed

(REG) (A13)

GAA Declarations

Guardianship declarations

[GA350]

GA301

Guardianship

PA1

The Tribunal [notes/orders]:

PA2

The order made on [date of previous order] pursuant to s65 of the Guardianship and Administration Act 1990 (WA) is revoked.

GA325

The [administration/guardianship] order dated [date] is revoked.

GA326

The [administration/guardianship] application is dismissed.

GA350

(REG)

The Tribunal declares that the represented person, [name of subject person] is:

GA350a

(HR2A)

(a) incapable of looking after [his/her] own health and safety;

GA350b

(HR2B)

(b) unable to make reasonable judgments in respect of matters relating to [his/her] person;

GA350c

(HR2C)

(c) in need of oversight, care or control in the interests of [his/her] own health and safety or for the protection of others; and

GA350d

(HR2D)

(d) in need of a guardian.

Guardianship declarations for under 18

[GA351]

GA351

(HR4)

The Tribunal declares that the represented person, [name of subject person]:

GA351a

(HR2E)

(a) has attained the age of 17 years but not 18 years; and

GA351b

(HR2F)

(b) will, after attaining the age of 18 years, be:

GA351b1

(HR2G)

(i) incapable of looking after [his/her] own health and safety;

GA351b2

(HR2H)

(ii) unable to make reasonable judgments in respect of matters relating to [his/her] person;

GA351b3

(HR2I)

(iii) in need oversight, care or control in the interests of [his/her] own health and safety or for the protection of others; and

GA351b4

(HR2J)

(iv) in need of a guardian.

Administration declarations

[GA352]

GA350

(REG)

The Tribunal declares that the represented person, [name] is:

GA352a

(HR1A)

(a) unable, by reason of a mental disability, to make reasonable judgments in respect of matters relating to all or any part of [his/her] estate; and

GA352b

(HR1B)

(b) in need of an administrator of [his/her] estate.

Enduring powers

Enduring power of guardianship (EPG)

| | | |
|---|--------------|--|
| EPG the orders relate to (REG) | GA375 | [Appointer of EPG] made an enduring power of guardianship on [date] appointing [appointee]. |
| Appointor unable to make reasonable judgments (REG) (EPG3A) | GA376 | [Appointer of EPG] is unable to make reasonable judgments in respect of matters relating to [his/her] person. |
| EPG in force (REG) | GA377 | The enduring power of guardianship is in force. |
| EPG valid (REG) | GA378 | The enduring power of guardianship is valid. |
| EPG invalid (REG) | GA379 | The enduring power of guardianship is invalid. |
| Recognition of interstate instrument (REG) (EPG2A) | GA380 | The power of guardianship is recognised as an enduring power of guardianship for the purposes of Part 9A of the Guardianship and Administration Act 1990 (WA). |
| EPG revoked (REG) | GA381 | The enduring power of guardianship dated [date] by which the represented party appointed [name/s] to be their guardian, is revoked. |

Enduring power of attorney (EPA)

| | | |
|--|--------------|---|
| EPA orders relate to (REG) | GA400 | [Donor of EPA] made an enduring power of attorney on [date] appointing [name of donee]. |
| Donor does not have legal capacity (REG) (EPA2A) | GA401 | [Name of donor] does not have legal capacity. |
| EPA in force (REG) (EPA2B) | GA402 | The enduring power of attorney is in force. |
| Recognition of interstate instrument (REG) (EPA1A) | GA403 | The power of attorney is recognised as an enduring power of attorney for the purposes of Part 9 of the Guardianship and Administration Act 1990 (WA). |
| EPA revoked (REG) – previously A31 | GA404 | The enduring power of attorney dated [date] by which the represented person appointed [name/s] to be their attorney, is revoked. |

GAA order types

| | | |
|--|--------------|--|
| Ad or Gu order revoked and substituted (REG) (A25) | GA425 | The [administration/guardianship/] order dated [date] is revoked and substituted with an order in the following terms: |
| Ad or Gu order amended (REG) (A99) | GA427 | The [administration/guardianship] order dated [date] is amended so that it now reads: |

Ad or Gu order confirmed*(REG) (A26)***GA429**

The [administration/guardianship] order dated [date] is confirmed as follows:

Administration appointment types

Private plenary administrator*(REG) (001)***GA450**

[Party name] of [address] is appointed plenary administrator of the represented person's estate with all the powers and duties conferred by the Guardianship and Administration Act 1990 (WA).

Private plenary joint administrators*(REG) (003)***GA451**

[Party name] of [address] and [party name 2] of [address 2] are appointed joint plenary administrators of the represented person's estate with all the powers and duties conferred by the Guardianship and Administration Act 1990 (WA).

Public Trustee plenary administrator*(REG) (A02)***GA452**

The Public Trustee of 553 Hay Street, Perth, Western Australia is appointed plenary administrator of the represented person's estate with all the powers and duties conferred by the Guardianship and Administration Act 1990 (WA).

Private limited administrator*(REG) (A05)***GA453**

[Party name] of [address] is appointed limited administrator of the represented person's estate with the following functions:

Private limited joint administrators*(REG) (A07)***GA454**

[Party name] of [address] and [party name 2] of [address 2] are appointed joint limited administrators of the represented person's estate with the following functions:

Public Trustee limited administrator*(REG) (A06)***GA455**

The Public Trustee of 553 Hay Street, Perth, Western Australia is appointed limited administrator of the represented person's estate with the following functions:

Guardianship appointment types

Private plenary guardian*(REG) (G03)***GA475**

[Party name] of [address] is appointed as plenary guardian of the represented person with all the powers and duties conferred by the Guardianship and Administration Act 1990 (WA).

Private plenary joint guardians*(REG) (G05)***GA476**

[Party name] of [address] and [party name 2] of [address 2] are appointed plenary guardians of the represented person with all the powers and duties conferred by the Guardianship and Administration Act 1990 (WA).

Public Advocate plenary guardian*(REG) (G09)***GA477**

The Public Advocate of David Malcolm Justice Centre, Level 23, 28 Barrack Street, Perth, Western Australia is appointed as plenary guardian of the represented person with all the powers and duties conferred by the Act.

Private limited guardian*(REG) (G04)***GA478**

[Party name] of [address] is appointed limited guardian of the represented person with the following functions:

Private limited joint guardians*(REG) (G02)***GA479**

[Party name] of [address] and [party name 2] of [address 2] are appointed joint limited guardians of the represented person with the following functions:

Public Advocate limited guardian*(REG) (G01)***GA480**

The Public Advocate of David Malcolm Justice Centre, Level 23, 28 Barrack Street, Perth, Western Australia is appointed limited guardian of the represented person with the following functions:

Public Advocate authority*(REG) (A36)***GA481**

The Tribunal approves delegation by the Public Advocate of her functions as guardian of the represented person to an officer or employee employed in the Office of the Public Advocate.

Gifts**Authorisation to spend money on gifts***(REG) (A10)***GA490**

The [administrator is/administrators are] authorised to expend up to a total amount of \$[amount] per annum on gifts on behalf of the represented person.

Limited functions - administrators**Possession of property****General***(F01)***GA501**

To take possession of all or any of the property of the represented person.

Specific*(F02)***GA502**

To take possession of [identify assets] being the property of the represented person.

Bank accounts**All***(F03)***GA503**

To operate all or any of the represented person's bank accounts.

Specific*(F04)***GA504**

To operate the following bank account/s of the represented person:

Specific*(F05)***GA505**

To open and operate an additional or substitute account or accounts for the represented person.

Income**Simple***(F06)***GA506**

To demand, receive and recover income of and moneys due or that become due to the represented person.

Including compo or damages*(F07)***GA507**

To demand, receive and recover income of, and moneys due or that become due to, and any compensation or damages for injury to the estate or the person of, the represented person.

Debts**Simple***(F08)***GA508**

To pay any debts of, and settle or compromise any demand made by or against the represented person or against the estate.

Including discharge any encumbrance*(F09)***GA509**

To pay any debts of, and settle or compromise any demand made by or against the represented person or against the estate and discharge any encumbrance on the estate.

Maintenance etc.**All (RP only)****GA510**

To apply or expend moneys of the represented person, whether income or capital, for the maintenance, necessities, comforts and benefits of

| | | |
|---|--------------|---|
| (F10) | | the represented person, in such manner and to such extent as the [administrator/s], having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| All (RP and spouse only) | GA511 | To apply or expend moneys of the represented person, whether income or capital, for the maintenance, necessities, comforts and benefits of the represented person or the spouse of the represented person, in such manner and to such extent as the [administrator/s], having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| (F11) | | |
| All (RP, spouse and dependents) | GA512 | To apply or expend moneys of the represented person, whether income or capital, for the maintenance, necessities, comforts and benefits of the represented person or the spouse of the represented person or of any person wholly or partially dependent on the represented person, in such manner and to such extent as the [administrator/s], having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| (F12) | | |
| All (RP, spouse, dependents, children) | GA513 | To apply or expend moneys of the represented person, whether income or capital, for the maintenance, necessities, comforts and benefits of the represented person or the spouse of the represented person or of any person wholly or partially dependent on the represented person or for the maintenance, education and advancement of the children of the represented person, in such manner and to such extent as the [administrator/s], having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| (F13) | | |
| All (RP and extended family) | GA514 | To apply or expend moneys of the represented person, whether income or capital, for the maintenance, necessities, comforts and benefits of the represented person or the spouse of the represented person or of any person wholly or partially dependent on the represented person or for the maintenance, education and advancement of the children, grandchildren or any infant relative of that person, in such manner and to such extent as the [administrator/s], having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| (F14) | | |
| All (RP and dependents only) | GA515 | To apply or expend moneys of the represented person, whether income or capital, for the maintenance, necessities, comforts and benefits of the represented person or any person wholly or partially dependent on the represented person, in such manner and to such extent as the [administrator/s], having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| (F15) | | |
| All (RP and dependents and children) | GA516 | To apply or expend moneys of the represented person (or any person wholly or partially dependent on the represented person or for the maintenance, education or advancement of the children of the represented person, whether income or capital, for the maintenance, necessities, comforts and benefits of the represented person,) in such manner and to such extent as the [administrator/s], having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| (F16) | | |
| Specific funds (RP only) | GA517 | To apply or expend moneys of the represented person from [identify bank accounts or source of income] for the maintenance, necessities, comforts and benefits of the represented person, in such manner and to such extent as the [administrator/s] having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable. |
| (F17) | | |
| Specific funds (RP and spouse only) | GA518 | To apply or expend moneys of the represented person from [identify bank accounts or source of income] for the maintenance, necessities, comforts and benefits of the represented person or the spouse of the represented person, in such manner and to such extent as the |
| (F18) | | |

[administrator/s] having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable.

Specific funds (RP, spouse and dependents)

(F19)

GA519

To apply or expend moneys of the represented person from [identify bank accounts or source of income] for the maintenance, necessities, comforts and benefits of the represented person or the spouse of the represented person or of any person wholly or partially dependent on the represented person, in such manner and to such extent as the [administrator/s] having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable.

Specific funds (RP, spouse, dependents, children)

(F20)

GA520

To apply or expend moneys of the represented person from [identify bank accounts or source of income] for the maintenance, necessities, comforts and benefits of the represented person or the represented person's spouse or of any person wholly or partially dependant on the represented person or for the maintenance, education and advancement of the children of the represented person, in such manner and to such extent as the [administrator/s] having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable

Specific funds (RP and extended family)

(F21)

GA521

To apply or expend moneys of the represented person from [identify bank accounts or source of income] for the maintenance, necessities, comforts and benefits of the represented person or the spouse of the represented person or of any person wholly or partially dependent on the represented person or for the maintenance, education and advancement of the children of the represented person, in such manner and to such extent as the [administrator/s] having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable.

Specific funds (RP and dependents only)

(F22)

GA522

To apply or expend moneys of the represented person from [identify bank accounts or source of income] for the maintenance, necessities, comforts and benefits of the represented person or any person wholly or partially dependent on the represented person, in such manner and to such extent as the [administrator/s] having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable.

Specific funds (RP and dependents or children only)

(F23)

GA523

To apply or expend moneys of the represented person from [identify bank accounts or source of income] for the maintenance, necessities, comforts and benefits of the represented person or any person wholly or partially dependent on the represented person or for the maintenance, education and advancement of the children of the represented person, in such manner and to such extent as the [administrator/s] having regard to the circumstances and the value of the estate of that person, [consider/s] proper and reasonable.

Investment

All

(F24)

GA524

To pay any debts of, and settle or compromise any demand made by or against the represented person or against the estate.

Specific

(F25)

GA525

To pay any debts of, and settle or compromise any demand made by or against the represented person or against the estate and discharge any encumbrance on the estate.

Enquiries

Assets (general)

(F26)

GA526

To enquire of any financial institution or other organisation or individual as to the extent, particulars and whereabouts of assets held on behalf of the represented person, whether in safe custody or otherwise.

| | | |
|---|---------------------|--|
| <p>Entitlements (Centrelink) (F27)</p> | <p>GA527</p> | <p>To liaise with and make enquiry of and obtain information relevant to the represented person from and act in respect of the represented person's entitlements to funds from Centrelink.</p> |
| <p>Entitlements (Department of Veteran Affairs) (F28)</p> | <p>GA528</p> | <p>To liaise with and make enquiry of and obtain information relevant to the represented person from and act in respect of the represented person's entitlements to funds from the Department of Veterans Affairs.</p> |
| <p>Entitlements (other) (F29)</p> | <p>GA529</p> | <p>To liaise with and make enquiry of and obtain information relevant to the represented person from and act in respect of the represented person's entitlements to funds from [other entitlements].</p> |
| Legal advice/representation | | |
| <p>General (F30)</p> | <p>GA530</p> | <p>To seek legal advice on behalf of the represented person and to bring, and defend, actions, suits and other legal proceedings in the name of the represented person and if appropriate to settle the same</p> |
| <p>A specific matter (F31)</p> | <p>GA531</p> | <p>To seek legal advice on behalf of the represented person in relation to [a specific matter] and to bring and defend actions, suits and other legal proceedings in the name of the represented person in relation to the same and related matters and, if appropriate, to settle these matters.</p> |
| Sale of property | | |
| <p>All – no investment (F32)</p> | <p>GA532</p> | <p>To sell, or grant an option to purchase, any property of the represented person, by public auction or private contract, in such manner and on such terms or conditions and for such purposes and price as the [administrator thinks/administrators think] fit.</p> |
| <p>Specific property – ‘whole’ proceeds invested (F33)</p> | <p>GA533</p> | <p>To sell, or grant an option to purchase, the property of the represented person namely [property/chattel] by public auction or private contract, in such manner and on such terms or conditions and for such purposes and price as the [administrator thinks/administrators think] fit and to invest the whole of the net proceeds of the sale in any form of investment which would comply with the duties and obligations of a trustee in respect of powers of investment imposed by the provisions of the Trustees Act 1962 (WA).</p> |
| <p>Specific property – ‘part’ proceeds invested (F34)</p> | <p>GA534</p> | <p>To sell, or grant an option to purchase, the property of the represented person namely [property/chattel] by public auction or private contract, in such manner and on such terms or conditions and for such purposes and price as the [administrator thinks/administrators think] fit and to invest part of the net proceeds of the sale in any form of investment which would comply with the duties and obligations of a trustee in respect of powers of investment imposed by the provisions of the Trustees Act 1962 (WA).</p> |
| <p>Specific property – investment after payment of ingoing fee (F35)</p> | <p>GA535</p> | <p>To sell, or grant an option to purchase, the property of the represented person namely [property/chattel] by public auction or private contract, in such manner and on such terms or conditions and for such purposes and price as the [Administrator thinks/Administrators think] fit and to invest in any form of investment which would comply with the duties and obligations of a trustee in respect of powers of investment imposed by the provisions of the Trustees Act 1962 such part of the net proceeds of sale as remain after the payment of any ingoing fee or bond required to be paid to secure appropriate accommodation for the represented person.</p> |
| <p>Specific property – investment after designated payment (F36)</p> | <p>GA536</p> | <p>To sell, or grant an option to purchase, the property of the represented person namely [property/chattel] by public auction or private contract, in such manner and on such terms or conditions and for such purposes and price as the [administrator thinks/administrators think] fit and to</p> |

invest in any form of investment which would comply with the duties and obligations of a trustee in respect of powers of investment imposed by the provisions of the Trustees Act 1962 such part of the net sale as remain after the payment of [identify the property].

Leasing

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|--|--------------|--|
| RP landlord – general (lease) (F37) | GA537 | To grant or concur in granting a lease of any property of the represented person for such term and on such covenants, including, without limitation, an option or options of renewal as the [administrator thinks/administrators think] fit. |
| RP landlord – general (surrender of lease) (F38) | GA538 | To surrender, or concur in surrendering any lease, accept the surrender of any lease or renew any lease. |
| RP landlord – specific (lease) (F39) | GA539 | To grant or concur in granting a lease of the property of the represented person namely [identify property to be leased] for such term and on such covenants, including, without limitation, an option or options of renewal as the [administrator thinks/administrators think] fit. |
| RP landlord – specific (surrender of lease) (F40) | GA540 | To surrender, or concur in surrendering the lease, on behalf of the represented person in respect of [address of existing lease] or accept the surrender of or renew the lease in respect of [address of existing lease]. |
| RP as tenant – general (lease/surrender of lease) (F41) | GA541 | To enter into an appropriate lease or tenancy agreement on behalf of the represented person in respect of premises which provide suitable accommodation for the represented person, and to surrender or concur in the surrendering of, or renew such lease or tenancy agreement if and when appropriate. |
| RP as tenant – specific (lease/surrender of lease) (F42) | GA542 | To enter into an appropriate lease or tenancy agreement on behalf of the represented person in respect of premises at [address of property] which premises are to provide accommodation for the represented person, and to surrender or concur in the surrendering of, or renew such lease or tenancy agreement if and when appropriate. |
| Limited estate (F43) | GA543 | To execute any power of leasing vested in the represented person where the represented person has a limited estate only in the property over which the power extends |

Purchase of home

| | | |
|---|--------------|---|
| RP – sole name (F44) | GA544 | To expend money of the represented person in the purchase of a home for the represented person in the sole name of the represented person. |
| RP and spouse – joint names (F45) | GA545 | To expend money of the represented person in the purchase of a home in the joint names of the represented person and the represented person's spouse. |
| RP and spouse – tenants-in-common (F46) | GA546 | To expend money of the represented person in the purchase of a home in the names of the represented person and the represented persons spouse as tenants-in-common in equal shares. |
| RP and other – tenants-in-common (F47) | GA547 | To expend money of the represented person in the purchase of a home in the names of the represented person and [other person] as tenants-in-common in equal shares. |

Repair and insurance

All (F48) **GA548** To repair, and effect any insurance necessary for the protection of, any of the property of the represented person.

Specific (F49) **GA549** To repair, and effect any insurance necessary for the protection of the property of the represented person namely [identify the property].

Improvement of property

All (F50) **GA550** To expend money in the improvement of any property of the represented person by way of building or otherwise.

Specific (F51) **GA551** To expend money in the improvement of the property of the represented person namely [identify the property].

Management of investments

Management of investments (F52) **GA552** To manage the existing portfolio of investments held on behalf of the represented person including the power to sell investments and reinvest the proceeds of any such sale in any securities in which trustees may by law invest.

Share options (F53) **GA553** To exercise options made available to the represented person for the purchase of shares arising as a result of shares [held/to be held] in the represented person's name.

Share voting rights (F54) **GA554** To exercise shareholders voting rights on behalf of the represented person in relation to shares [held/to be held] in the represented person's name.

Signing of documents, etc.

Renegotiate mortgage (F55) **GA555** To sign all papers and do all such other things as are required to be done on behalf of the represented person to discharge the present mortgage on the represented person's property at [address of property] and to renegotiate a substitute mortgage for the same principle sum with an alternative mortgagee.

Insurance claim (F56) **GA556** To sign all papers and do all such other things as are required to be done on behalf of the represented person to process an insurance claim with [name of insurer].

Transfer property to RP (F57) **GA557** To sign all papers and do all such other things as are required to be done on behalf of the represented person to transfer into the name of the represented person such property as the represented person may be entitled to from other parties.

Subdivision of land (F58) **GA558** To sign all papers and do all such other things as are required to be done on behalf of the represented person to effect the subdivision of the represented person's property at [address of property] into strata titles pursuant to a registered strata plan and to arrange for the issue of separate strata titles for the subdivided properties.

Miscellaneous

Will transfer (F59) **GA559** To authorise the transfer of the represented person's will in sealed form between banks or bank branches.

| | | |
|--|--------------|---|
| Directorship voting (F60) | GA560 | To exercise voting rights held by the represented person as a director of any company. |
| Exchange/partition of property - all (F61) | GA561 | To make [exchange/partition] of any property of the represented person, or in which the represented person is interested, and give or receive money for equality of exchange or partition. |
| Exchange/partition of property - specific (F62) | GA562 | To make [exchange/partition] of any property of the represented person, namely [address of property] or in which the represented person is interested, and give or receive money for equality of exchange or partition. |
| Carry on business - all (F63) | GA563 | To carry on, or join in carrying on, any trade or business of the represented person or in which the represented person is interested and raise and employ in the trade or business any additional capital. |
| Carry on business - specific (F64) | GA564 | To carry on, or join in carrying on, trade or business of the represented, namely [name of trade or business] or in which the represented person is interested and raise and employ in the same trade or business any additional capital. |
| Alteration/dissolution of partnership - all (F65) | GA565 | To agree to the alteration of the conditions of, or to a dissolution of and the distribution of the assets of, any partnership that the represented person has entered into or sell any partnership interest of that person. |
| Alteration/dissolution of partnership - specific (F66) | GA566 | To agree to the alteration of the conditions of, or to a dissolution of and the distribution of the assets of, the partnership that the represented person has entered into on [date] or sell the partnership interest of that person. |
| Completion of contract - all (F67) | GA567 | To complete any contract for the performance of which the represented person is liable or enter into any agreement terminating his liability thereunder. |
| Completion of contract - specific (F68) | GA568 | To complete the contract dated [date] between the represented person and [the other party] for the performance of which the represented person is liable or to enter into any agreement to terminate the represented person's liability thereunder. |
| Exercise of power/consent (F69) | GA569 | To exercise any power, or give any consent required for the exercise of any power where the power is vested in the represented person for the represented person's own benefit or the power of consent is in the nature of a beneficial interest in the represented person. |
| Onerous property - all (F70) | GA570 | To surrender, assign, or otherwise dispose of, with or without consideration, any onerous property of the represented person. |
| Onerous property - specific (F71) | GA571 | To surrender, assign, or otherwise dispose of, with or without consideration, [identify assets] being the onerous property of the represented person and deposit the proceeds in [identify Bank, Branch and Account no]. |
| Bankruptcy - sequestration (F72) | GA572 | To sequester the estate of the represented person, under the provisions of the bankruptcy laws. |
| Bankruptcy – other action (F73) | GA573 | To take such steps under the Australian bankruptcy legislation on behalf of the represented person as are considered appropriate. |
| TLA land (F74) | GA574 | To bring lands of the represented person under the operation of the Transfer of Land Act 1893 (WA). |

| | | |
|---|--------------|---|
| Life insurance - all (F75) | GA575 | To surrender any policy of life insurance of the represented person. |
| Life insurance - specific (F76) | GA576 | To surrender the policy of life insurance of the represented person held at [name of policy number if known of insurer] and invest the whole of the proceeds in any securities in which trustees may by law invest. |
| Mortgage power - all (F77) | GA577 | To mortgage, charge (with or without power of sale and on such terms as the Tribunal thinks fit), deal with or dispose of, as the Tribunal thinks most expedient, any property of the represented person, for the purpose of raising, securing, or repaying, with or without interest, money that is to be, or that has been, applied to or for the carrying into effect of all or any of the things authorised by the Tribunal. |
| Mortgage power - specific (F78) | GA578 | To mortgage, charge (with or without power of sale and on such terms as the administrator thinks fit) deal with or dispose of, as the administrator thinks most expedient, the property of the represented person, namely [identify the property] for the purpose of [raising/securing/repaying], [with/without] interest money that [is/has been], applied [to/for] the carrying into effect of those things contained in this order |
| Gifting authority (F79) | GA579 | To permit expenditure by or on behalf of the represented person of up to \$[amount] per annum on gifts or church/charitable donations. |

Public Trustee

| | | |
|---------------------------------|--------------|---|
| Report to RP (F80) | GA580 | The Public Trustee shall provide to the represented person every six months a financial statement detailing its administration of the estate of the represented person. |
| Report to other (F81) | GA581 | The Public Trustee shall provide to [name] every [number] months a financial statement detailing its administration of the estate of the represented person. |

Specific action by administrator

| | | |
|--|--------------|--|
| General (F82) | GA582 | That within [number] week(s) of the date of this order, the [administrator/s] [order]. |
| Submit plans to Tribunal (F83) | GA583 | That within [number] week(s) of the date of this order, the [administrator/s] forward to the Tribunal for its approval a plan of investment for the represented person's estate. |

Limited functions - guardianship

| | | |
|---|--------------|---|
| Living location (REG) (G11) | GA725 | To decide where the represented person is to live, whether permanently or temporarily; |
| Who RP lives with (REG) (G12) | GA726 | To decide with whom the represented person is to live; |
| Work arrangements (REG) (G13) | GA727 | To decide whether the represented person should work and, if so, the nature or type of work, for whom they are to work and any related matters; |
| Treatment decisions (REG) (G10) | GA728 | To make treatment decisions for the represented person, subject to Division 3 of Part 5 of the Guardianship and Administration Act 1990 (WA); |

| | | |
|---|---------------------------------|--|
| <p>Contact with others (REG) (G15)</p> | <p>GA729</p> | <p>To determine what contact, if any, the represented person should have with others and the extent of that contact;</p> |
| <p>Access to services (REG) (G16)</p> | <p>GA730</p> | <p>To determine the services to which the represented person should have access;</p> |
| <p>Education and training (REG) (G07)</p> | <p>GA731</p> | <p>To decide what education and training the represented person is to receive;</p> |
| <p>Associations (REG) (G29)</p> | <p>GA732</p> | <p>To decide with whom the represented person is to associate;</p> |
| <p>Legal next friend (REG) (G19)</p> | <p>GA733</p> | <p>As the next friend of the represented person, commence, conduct or settle legal proceedings on behalf of the represented person, except proceedings relating to the estate of the represented person;</p> |
| <p>Guardian ad litem (REG) (G20)</p> | <p>GA734</p> | <p>As the guardian <i>ad litem</i> of the represented person, defending or settling any legal proceedings taken against the represented person, except proceedings relating to the estate of the represented person;</p> |
| <p>Consent to restrictive practices and restraint [GA735]</p> | <p>GA735 (G1)</p> | <p>To consent to the use of restraint/restrictive practice (select the appropriate practice/function):</p> |
| | <p>GA735-1 (G1A)</p> | <p>(i) Restrictive practice (NDIS) to decide whether to give or withhold consent to the use of any restrictive practices proposed in any behaviour support plan developed from time to time for the represented person in compliance with the requirements of the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.</p> |
| | <p>GA735-2 (G1B)</p> | <p>(ii) Restraint function (aged care) to decide whether to give or withhold consent to the use of any restraint for the represented person proposed from time to time in compliance with Part 4A of the Quality of Care Principles 2014 made pursuant to the Aged Care Act 1997 (Cth), or with any replacement scheme established under the Aged Care Act 1997 (Cth).</p> |
| | <p>GA735-3</p> | <p>(iii) Restraint function (other) to consent to the use of restraint to give effect to a decision of the guardian and in the interests of the represented person's health and safety, on the following basis:</p> |
| | <p>GA735i</p> | <p>(i) a management plan be developed setting out the purpose and circumstances under which restraint is to be used. The plan must be approved by a medical practitioner and be regularly reviewed; and</p> |
| | <p>GA735ii</p> | <p>(ii) a decision to use restraints should be made only after all reasonably available less restrictive alternatives have been considered and found not to be successful.</p> |
| <p>Criminal Matters (REG)</p> | <p>GA736</p> | <p>To seek legal advice and representation on behalf of the represented person, and to advocate in relation to any police investigation, criminal charges or related proceedings;</p> |

Child protection matters

Functions related to the Children and Community Services Act 2004

[GA750]

GA750 (REG)

In relation to any proposed or pending legal proceedings under the Children and Community Services Act 2004 (WA) concerning the represented person's [child/unborn child] [details of child name and date of birth, or expected deliver date]:

GA750a (REG)

(a) seek legal advice on behalf of the represented person;

GA750b (REG)

(b) bring or defend legal proceedings in the name of the represented person;

GA750c (REG)

(c) settle legal proceedings on terms the guardian considers to be in the represented person's best interests;

GA750d (REG)

(d) advocate on behalf of the represented person in relation to protection orders made under the Children and Community Services Act 2004 (WA), including making care plans;

GA750e (REG)

(e) make decisions relating to protection orders made under the Children and Community Services Act 2004 (WA), including making care plans.

Travel and related matters

General decisions on travel

(REG)

GA775

To decide whether the represented person is to travel interstate or overseas;

Decisions on specific travel

(REG)

GA776

To decide whether the represented person is to travel to [insert event or location as appropriate];

Conditions on travel decisions

(REG)

GA777

To decide the terms and conditions for the represented person's travel to [insert event or location as appropriate];

Travel accommodation

(REG)

GA778

To decide where and with whom the represented person is to stay while in [insert destination];

Possession of passports

(REG)

GA779

To take possession of all passports issued to the represented person;

Notify AFP

(REG)

GA780

To notify the Australian Federal Police about the existence and effect of this order;

Notify DFAT

(REG)

GA781

To notify the Department of Foreign Affairs and Trade about the existence and effect of this order;

Possession of travel documents (where no administrator is appointed)

(REG)

GA782

To take possession of interstate and overseas travel documents issued in the name of the represented person, such as passports, airline tickets or rail tickets;

Possession of travel documents (where an administrator is also appointed)

(REG)

GA783

To take possession of interstate and overseas travel documents issued in the name of the represented person, such as passports, airline tickets or rail tickets, on terms agreed with the represented person's administrator;

Liaising with authorities

(REG)

GA784

To liaise with the represented person's administrator, any airline or other transport organisations, and any state, federal or consular authorities as required to complete the functions under this order;

Costs

Determination of costs s 16(4)

(REG) (C01)

GA790

On the application by [Party Name] (applicant) for costs pursuant to s 16(4) of the Guardianship and Administration Act 1990 (WA), determined by [Member] on [date of hearing] it is ordered that:

Electoral Declaration

Not capable of voting

(REG) (A09)

GA800

It is declared that the represented person is not capable of making judgments for the purpose of complying with the provisions of the Electoral Act 1907 (WA) relating to compulsory voting.

Review dates

Administration and Guardianship review date

(REG) (A1)

GA825

The administration and guardianship orders are to be reviewed by [date].

Administration review date

(REG) (A11)

GA826

The [administration/guardianship] order is to be reviewed by [date].

Guardianship review date

GA826

The [administration/guardianship] order is to be reviewed by [date].

Leave to review

See section 87

Leave granted

(SO147)

GA850

Leave is granted to the applicant to apply for the review.

Leave granted with conditions

[GA851]

GA851

(SO148)

Leave is granted to the applicant to apply for the review on the condition that the review is limited to:

GA851a

(SO148A)

(a) the question of who should be appointed as [administrator/guardian/administrator and guardian] of the estate of the represented person.

GA851b

(SO148B)

(b) [other condition].

Leave refused

(SO146)

GA852

Leave is refused to the applicant to apply for the review because the application does not disclose any change in circumstances or any other reason that a review should be held.

Letter accepted as application

(SO149)

GA853

The Executive Officer is to accept the [application pursuant to s 87/form/letter/other document] filed by the applicant on [date] as the application under s 86 of the Guardianship and Administration Act 1990 (WA).