

How to apply for a guardianship or management order

If you are concerned that someone has impaired decision-making ability, you can ask ACAT to appoint a guardian or manager for that person. A guardian is appointed to make personal decisions on behalf of a person with impaired decision-making ability. For example, decisions about their health, welfare and where they should live.

A manager is appointed to make decisions on behalf of a person with impaired decision-making ability regarding their property including their money. The person with impaired decision-making ability must live in the ACT.

At ACAT we understand that making or talking about an application for guardianship or management can be difficult. We will help you through the process and we will listen to you.

ACAT can make a range of orders about appointment of a guardian or a manager. Check the types of orders on our website.

To apply for an order from ACAT, you need to fill in an application form. You can download the application form from the ACAT website or you can get a copy from ACAT. After you complete the form, you can email or post it to ACAT, or give it to us in person.

You do not need to pay a fee to apply.

After ACAT receives your application, we will make a time for those involved in the application to meet with an ACAT member. We call this a hearing. The hearing will usually be scheduled within four to six weeks after ACAT receives your application.

ACAT will send you and anyone involved in the application, a notice of the time, date and location of the hearing. Hearings are generally open to the public. You will need to make a request to ACAT if you want the hearing, or part of the hearing, to be held in private.

Hearings are conducted by an ACAT Member or sometimes ACAT Members. At the hearing, the ACAT Member will want to hear from the person who the application is about. It's important to understand their views and wishes about having a guardian or manager and about the persons who have applied to be their guardian or manager. We understand this might not always be possible.

The ACAT Member will also ask others what they think about the application – including the current or proposed manager or guardian, and any other interested people who attend the hearing.

At the end of the hearing the ACAT Member will make orders. An order is a record of the Member's decision about guardianship or management. If the ACAT Member needs more time to consider the matter, they will explain why and make orders as soon as possible after the hearing.

Visit our website to find information about coming to ACAT, attending a hearing, and how we can make our services accessible for you. You can also find a list of people and organisations that you can contact for help and support in relation to guardianship.

To find out more, you can call or email us, visit us in person, or go to our website at www.acat.act.gov.au