



Current as of November 2024

Checklist for Queensland Civil and Administrative Tribunal Decisions to be uploaded to The Viewer

This document supports the Statewide Office of Advance Care Planning (OACP) in uploading documents to The Viewer/ACP Tracker.

The checklist outlines the steps and standard criteria used by the OACP to determine eligibility of a **Queensland Civil and Administrative Tribunal (QCAT) Decisions** document for upload to The Viewer. It aligns with administrative requirements and supports clinicians to have access to quality documents.

If any issues are identified that prevent the documents from being uploaded, the sender will be notified. The sender may be able to resolve these issues or seek assistance from local ACP contacts.

Following the steps and criteria provided ensures accurate and timely uploads to the correct patient record.

Please note: The Statewide Office of Advance Care Planning verifies the completion of QCAT Decisions against standard criteria. However, it **does not confirm the content of QCAT Decisions documents uploaded to The Viewer**. The use of QCAT Decisions documents on The Viewer must comply with Queensland legislation.

Steps to follow

- The document is clear and legible
- The document is dated
- The personal details of the individual to whom the QCAT Decision belongs to have been entered
- A signature and seal are present
- All pages of the document are attached

If the document is an interstate Guardianship Decision

- It includes recognition of the decision by QCAT
- Copies/scans of completed ACP documents are sent to:
 - **Email:** acp@health.qld.gov.au
 - **Post:** PO Box 2274 Runcorn QLD 4113
 - **Fax:** 1300 008 227

IN SCOPE

- Advance Health Directive (AHD)*
- Enduring Power of Attorney (EPOA)*
- Queensland Civil and Administrative Tribunal Decisions
- Revocation of EPOA/AHD*
- Statement of Choices (SoC)

*Note: Includes Form 7 Interpreter's/ translator's statement

QCAT
Queensland Civil and Administrative Tribunal

Client Number: _____
Case Number: _____
Application Concerning: _____
Before: _____
Date: _____

IT IS THE DECISION OF THE TRIBUNAL THAT:

GUARDIANSHIP

1. The Public Guardian is appointed guardian for _____ for the following personal matters only:

(a) accommodation decisions; _____ has contact and/or visits;
(b) health care; _____
(c) provision of services for: _____

2. The Tribunal directs the guardian to provide a written account of their actions as guardian to the Tribunal no later than three (3) working days prior to the hearing.

3. This guardianship appointment remains current for three (3) months or, if the Tribunal makes a further order in this matter, until the date of the further order, whichever is the sooner.

ENDURING POWERS OF ATTORNEY

4. The Tribunal orders that the following enduring power of attorney for _____ is in operation by the making of these appointments and, in accordance with section 22(2) of the Act can no longer be acted upon to the extent that these appointments have been made:

(a) The Enduring Power of Attorney dated _____ appointing _____ as guardian for financial, personal and health matters.

Queensland Civil and Administrative Tribunal

Approved by the Statewide Office of Advance Care Planning (OACP) on behalf of the Queensland Government. For further information, please contact the OACP at acp@health.qld.gov.au or 1300 008 227.

If all criteria are met, the document can be uploaded to The Viewer