

# Separate representatives

## Information for you

Easy Read version



# How to use this fact sheet



The NSW Civil and Administrative Tribunal (NCAT) Guardianship Division wrote this fact sheet.

When you read the word 'we', it means NCAT.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

**Bold**

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

Not bold

This means the letters are thicker and darker.



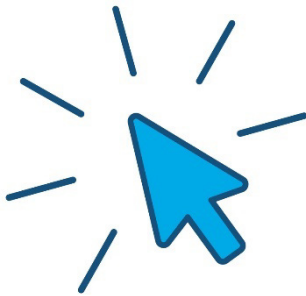
We explain what these bold words mean.

There is a list of these words on page [13](#).



This is an Easy Read summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on our website.

[www.ncat.nsw.gov.au/publications-and-resources/fact-sheets/guardianship-division-fact-sheets.html#Easy0](http://www.ncat.nsw.gov.au/publications-and-resources/fact-sheets/guardianship-division-fact-sheets.html#Easy0)



You can ask for help to read this fact sheet.

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

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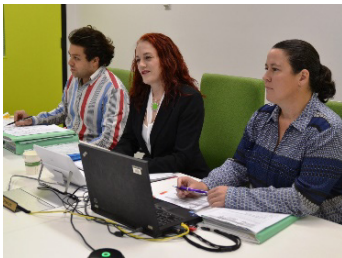
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# What is a separate representative?



A **separate representative** is someone who supports you at a **hearing**.



A hearing is when we decide if a person can make decisions on their own.



A separate representative will help you have your say at a hearing.



They can also tell us what they think is best for you if they don't agree with what you say.



A separate representative might share what other people want for you.



But a separate representative is only for you.



A separate representative is usually a **lawyer**.

A lawyer is someone who understands the law.



Their services are free.



# Why will you need a hearing?



A hearing happens when someone has told us they think you need a **guardian**.

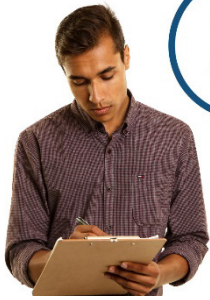


A guardian is someone we choose who makes decisions for you.



Your guardian might be:

- a member of your family
- a friend
- a Public Guardian.



A hearing also happens when someone has told us they think you need a **financial manager**.



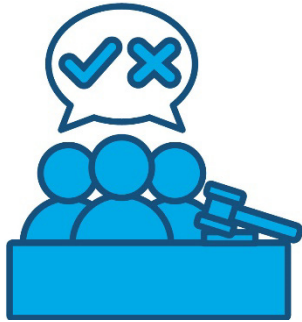
A financial manager is someone we choose who makes decisions about your money.

Your financial manager might be:



- a member of your family
- a friend
- an NSW Trustee and Guardian.





The hearing will help us decide if you need a guardian or financial manager.



You can learn more in our fact sheets about guardians and financial managers.

[www.ncat.nsw.gov.au/publications-and-resources/fact-sheets/guardianship-division-fact-sheets.html#Easy0](http://www.ncat.nsw.gov.au/publications-and-resources/fact-sheets/guardianship-division-fact-sheets.html#Easy0)

# What happens before the hearing?



Your separate representative will talk to you before your hearing.



They will:

- listen to what you want
- try to understand what you want.



Your separate representative will explain how they will support you.



They will also read any documents that talk about how you make decisions on your own.

For example, documents from your doctors.



They might collect more documents that could help at the hearing.

# What happens at the hearing?

At the hearing, your separate representative must:



- follow certain rules



- tell us what you want



- tell us what they think is best for you.



At the hearing, your separate representative might ask a **witness** to share information about you.

A witness is someone who knows you.



For example:

- a family member
- a support worker
- your doctor.



Your separate representative might ask the witness questions about how you make decisions.



We will use the information people share at your hearing to decide if you need a guardian or financial manager.

## Word list

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



### **Financial manager**

A financial manager is someone we choose who makes decisions about your money.



### **Guardian**

A guardian is someone we choose who makes decisions for you.



### **Hearing**

A hearing is when we decide if a person can make decisions on their own.



## **Lawyer**

A lawyer is someone who understands the law.



## **Separate representative**

A separate representative is someone who supports you at a hearing.

## **Witness**

A witness is someone who knows you.

For example:



- a family member
- a support worker
- your doctor.

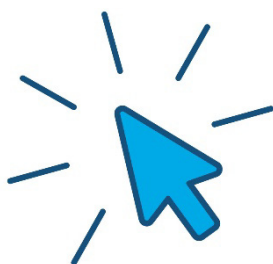


## Contact us



You can call us.

**1300 006 228**



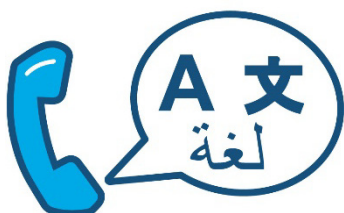
You can visit our website.

**[www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au)**



If you have trouble speaking or hearing, you can contact the National Relay Service.

**13 36 77**



If you need information in a different language, you can contact the Translating Interpreter Service (TIS).

**13 14 50**



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