

## ***"At the hearing" transcript***

*The Queensland Civil and Administrative Tribunal decides applications about Adults who may have impaired decision-making capacity.*

*The person the application is about is referred to as "the Adult".*

*QCAT will send you details of the hearing.*

*You should look at your "Notice of Hearing" to check where you need to go and what time the hearing starts.*

*The hearing will be held at a location as close as possible to where the Adult resides. This could be either the hearing rooms on level 10 at 259 Queen Street Brisbane, at a Magistrates Court or other appropriate venue. Sometimes hearings are conducted by telephone or videoconference.*

*The Tribunal encourages the Adult to attend the hearing with appropriate arrangements. The person who made the application must also attend.*

*Don't forget to bring any relevant documents with you. You might also like to bring a notebook and pen.*

*On the day of the hearing please arrive at least 15 minutes before the hearing is due to start. At some venues there may be security screening, like at an airport. At most venues, your hearing room will be listed on an electronic display on the wall.*

*You should wait outside the room until you are invited to enter. Please turn off your mobile phone before you enter the room.*

*The Tribunal Member or a registry officer will tell you where you should sit.*

*A registry officer ensures the hearing is being recorded and provides administrative assistance to the Member.*

*The Tribunal Member decides how the hearing should be conducted. Please listen carefully to their instructions.*

*During the hearing, the Member may explain the law the Tribunal has to apply.*

*The Member will talk to the participants about the relevant information and documents they have.*

*The Member will also ask the participants questions to make sure the Member has all the information they need to make the decision.*

*Please do not interrupt the Member or others when they are speaking.*

*If you disagree with the information provided by another person, you should make a note of this for yourself and then, when it is your turn to speak, tell the Member the information you want to provide.*

*A hearing generally takes between 60 and 90 minutes but may take longer depending on the matters to be decided.*

*Usually, the decision is made by the Member at the end of the hearing and the reasons for the decision may also be given at that time.*

*The written decision will be sent to the parties in the weeks after the hearing.*

*If you are unable to attend the hearing but wish to participate you should contact the QCAT Registry otherwise the Tribunal may proceed with the hearing and make a decision in your absence.*

*More information is available on the website, including a short video about what happens after the hearing.*